

# Disposal and Reuse of Electronic Storage Media

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Revised by:	Joe Morrison	Date:	8/29/04
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**Approval:** W. R. Rice, Chancellor & C. Fitch, CIO

### Disposal and Re-use of Electronic Storage Media

#### Overview

This addendum governs the disposal and re-use of electronic storage media at UTHSC.

#### **Purpose**

Most electronic storage media at UTHSC has been used to store some form of confidential data such as electronic protected health information (EPHI), financial data, personnel records, and sensitive research data. UTHSC must ensure that this confidentiality is maintained when electronic media is disposed of or re-used.

### Scope

This addendum applies to all electronic storage media installed in or used in, by or with University computing devices.

### **Definitions**

Electronic storage media 
Any physical data storage media including memory

devices in computers (hard drives), various types of random access memory and programmable read only memory, any removable and/or transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card. This includes such common devices as floppy disks, zip disks, CDs, DVDs, USB

drives and back-up tapes.

Sanitize To overwrite a hard drive or disk with a random pattern

of binary data effectively rendering the data thereon unrecoverable. The proper method depends on the type of media together with a procedure appropriate for the sanitizing software being used, as approved by the Computing and Telecommunications Department.



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# HIPAA SECURITY RULES

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## **Policy**

## Disposal

Final disposal of electronic storage media shall be to destroy the media physically so that it is not usable by any device normally used to read such electronic information such as a computer, tape reader, video or audio player.

## Re-use of Electronic Storage Media

All electronic storage media, specifically including hard drives installed in computers, must be sanitized before being transferred from its current owner to a new owner for a different use. Note that a backup of EPHI should be created before moving equipment, see **Back Up Addendum**.

#### Records

Records detailing the movement and destruction of electronic storage media shall be maintained by any person responsible for that media.

## **Enforcement**

Reference **Enforcement** in Acceptable Use document.

#### **Additional Information**

Any inquires relating to this Disposal and Re-use of Electronic Storage Media should be directed to the Security Director.