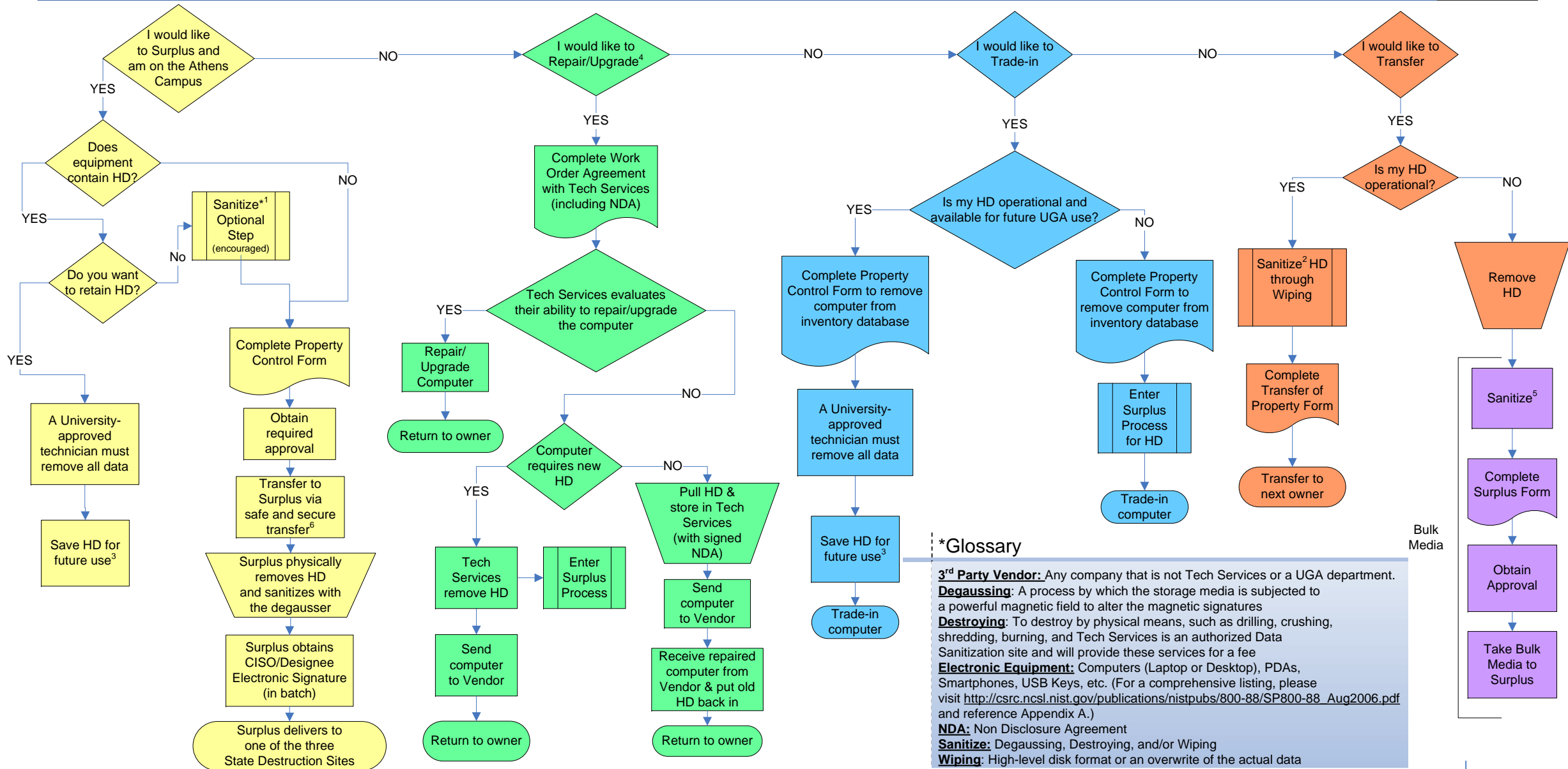


Electronic Equipment Disposal and Transfer Recommendations – Version 1.0

Tuesday, November 13, 2007



***Glossary**
3rd Party Vendor: Any company that is not Tech Services or a UGA department.
Degaussing: A process by which the storage media is subjected to a powerful magnetic field to alter the magnetic signatures
Destroying: To destroy by physical means, such as drilling, crushing, shredding, burning, and Tech Services is an authorized Data Sanitization site and will provide these services for a fee
Electronic Equipment: Computers (Laptop or Desktop), PDAs, Smartphones, USB Keys, etc. (For a comprehensive listing, please visit http://csrc.ncsl.nist.gov/publications/nistpubs/800-88/SP800-88_Aug2006.pdf and reference Appendix A.)
NDA: Non Disclosure Agreement
Sanitize: Degaussing, Destroying, and/or Wiping
Wiping: High-level disk format or an overwrite of the actual data

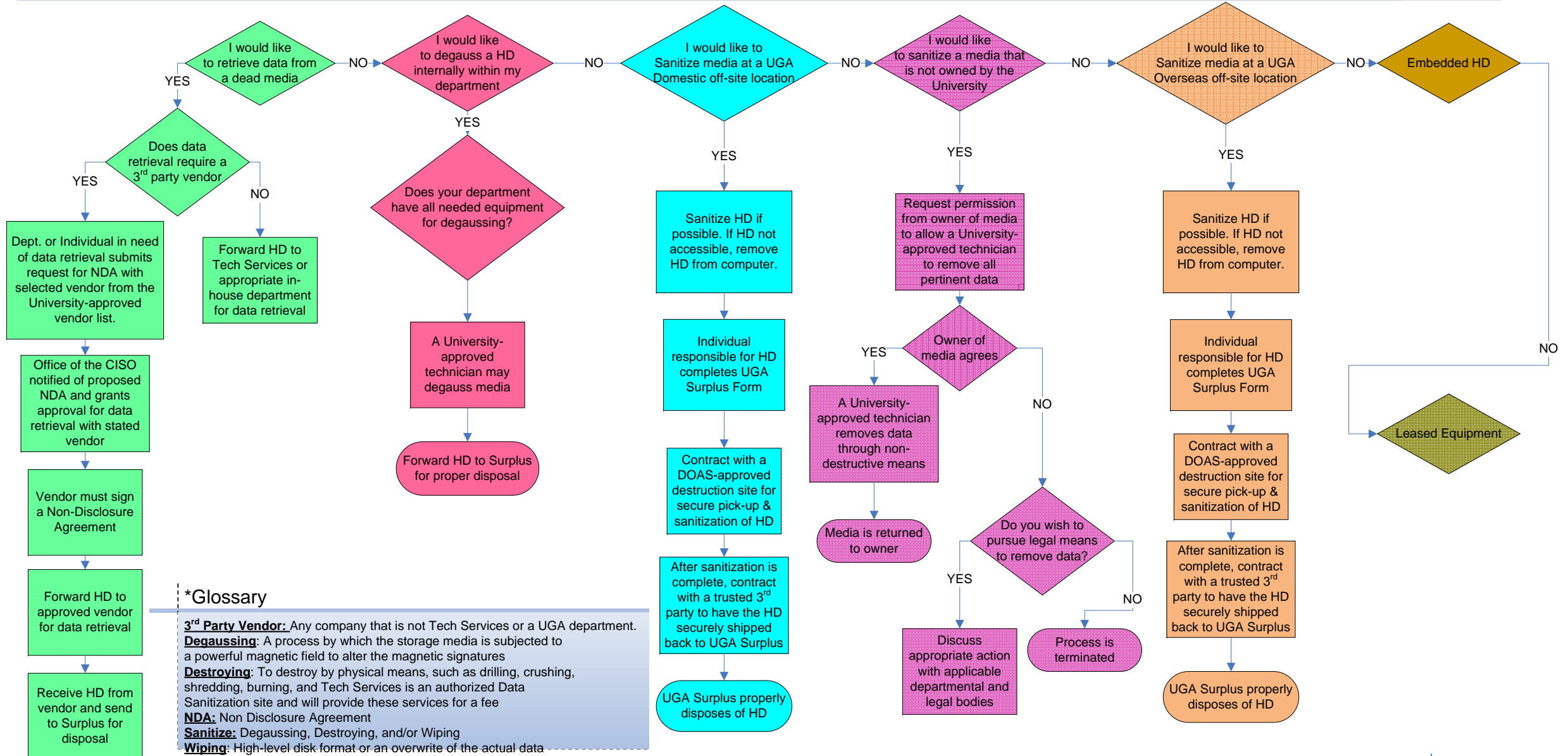
¹ If a University-approved technician wishes, he/she may sanitize the harddrive via software sanitization (wiping) prior to sending to Property Control. This is an optional step.
³ The Dept. may want to save this HD to act as their blank HD to send to vendors in the event of the HD being inoperable for the Repair/Upgrade Process*.
⁴ All repairs do not need to be performed by Tech Services; however, ALL maintenance and/or repair services to a 3rd party vendor must go through Tech Services with Tech Services acting as liaison.

² Sanitizing for the purposes of Trade-in, Transfer, or HD Retention is defined as Wiping.

⁵ Sanitizing Bulk Media is defined as Destroying*. ⁶ Transfer to surplus can occur through one of two methods: 1) Transport the items to surplus yourself or 2) Utilize Physical Plant to transport items.

Electronic Equipment Disposal and Transfer Recommendations - DRAFT VERSION 1.2 – Subject to Change

Tuesday, November 13, 2007



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