COMPUTER DISK & MEDIA DISPOSAL TRAINING
Objectives

- Policy - Data Classification
- Common types of Media
- Roles and Responsibilities
- The Process
- Links
What exactly is Media Sanitization?

- Data Remanence
- Sanitization is the complete removal of the data so that no coherent residual data exists.
Data Classification

- Level I: Low Sensitivity
- Level II: Moderate Sensitivity
- Level III: High Sensitivity
Common Media

- Computer internal disk drive
- External disk drive
- CD-ROM, DVD
- USB Flash drives
- Memory cards
- Zip disks, diskettes
- Tapes
- Microfilm
Drive Cross Section

Wirzenius, Oja, and Stafford, 1993-2001
Other Magnetic Media
Forms and stickers to fill out and affix to equipment (dept, who, what, when)

*NEW*

- All equipment assets valued over $5000 are issued a metal tag and the purchase is recorded in the University’s central database of assets. The processes vary between Non-Hospital and Hospital departments.
- Confidentiality Agreements
**Tools /Software**

- Copies of the policies for your reference
- Place to keep records – Paper records, and electronic records
- Bootable disk wipe utility

<table>
<thead>
<tr>
<th>Program</th>
<th>OS</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Eraser</td>
<td>Windows</td>
<td>Free</td>
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<tr>
<td>DBAN</td>
<td>Win., Unix</td>
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<tr>
<td>Wipe</td>
<td>*nix</td>
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Processes

- Non-Hospital departments
- Hospital departments
Wiping Guidelines

- Type 1: Low Risk
- Type 2: Medium Risk
- Type 3: High Risk
- Type 4: Special Cases
Who are the Key Players?

- **Finance and Operations**
  - Property Management Office
  - Purchasing
  - Records Management
  - UI Surplus

- **IT Security Office**
- **Office of the General Counsel**
- **UIHC Housekeeping**
- **HCIS**
Links

- Best Practices – Secure Removal of Data:
  http://cio.uiowa.edu/itsecurity/bestprac/SecureRemovalofData.shtml

- Data Classification Guidelines:
  http://cio.uiowa.edu/itsecurity/bestprac/InstData-Classification.shtml

- Policy on Computer Data and Media Disposal:

- Sample formats for labels/stickers
  http://cio.uiowa.edu/ITSecurity/bestprac/sticker-forms.zip

- Property Management Office – Forms and Instructions
  http://www.uiowa.edu/~fusprop/forms/index.html

- (NIST) Guidelines for Media Sanitization:
Protect sensitive/proprietary information

Employ best practices and refer to policies for the preparation of the media

All forms filled out go to PMO
  - Taken off UI Inventory/Assets
  - PMO forwards request to Surplus and
  - Surplus collects equipment

Keep equipment in a locked/safe place whilst waiting for Surplus to collect
Questions?

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