Subject: Data Security for Retired Equipment  
No: IS-3  
Scope: Faculty, Staff, and Students that Utilize HIT Supported Devices and Network  
Effective Date: 1/10/2005  
Last Review/Revise Date: 12/10/2012  
Responsible Department: Health Information Technology

Policy
No data is to be retained on any computer storage device scheduled for retirement from the Health Information Technology (HIT) network (msufgp\hc.msu.edu or Echt\hc.msu.edu). All data must be made unrecoverable through the use of software tools or in the event this is not possible the storage device will be rendered physically incapable of operation.

Purpose
This policy is a complement to MSU's policy MSU Best Practices for Disposing of Computers and Storage Devices (http://eis.msu.edu/sid/disposal.html) and designed to ensure the security of HIT supported computer devices, data, users and network.

Definitions
Retirement: A computer is retired when it has exceeded its useful business lifecycle and is disconnected from the HIT network (msufgp\hc.msu.edu or Echt\hc.msu.edu).

Process
1. Once a department has determined a computer no longer has an operational purpose, they must notify their appropriate computer support group with the following information:
   - The Model/make of the computer and HT number.
   - The actual location of the equipment and a point of contact and phone number so HIT can gain access to pick up the equipment.
2. Technician takes the appropriate steps to render information unrecoverable.
3. In the scenario where department has given the user a PC for personal use after the unit has been retired, the user must backup their personal files to a removable storage device or network share. The PC will be wiped so that any data on the device will be made unrecoverable before release to user. User is responsible for licensing software from that point.