

Computer Return/Disposal Process

Purpose

This document defines the process through which Cal Poly Pomona Foundation, Inc. computer devices are returned, repurposed, and/or disposed of properly. Meeting this objective ensures Foundation data, as well as the physical systems storing that data, meet industry, CSU and auxiliary compliance for secure destruction. This is accomplished via transferring, wiping, and e-wasting systems at their functional end-of-life.

Scope

The process applies to any computer systems purchased using Foundation funds, for Foundation use.

Process:

1. A computer needs to be returned:
 - a. For upgrade due to age or performance limitations.
 - b. Because it is out of compliance or at end-of-life.
 - c. As part of the off-boarding process, where an employee separates from the Foundation.
2. The computer's return needs to be approved by a Manager/Director.
 - a. If an upgrade/replacement is needed, the Foundation Computer Procurement Process needs to be followed.
3. The Foundation Information Technology (FIT) group retrieves, or is given the device.
4. Employment Services is made aware of the computer's return and the change is documented.
5. If data from the computer system is needed, a backup of the device will be taken.
 - a. For Level 1 users, the drive will be decrypted prior to this process using documented encryption keys.
6. Data on the returned device is securely wiped using NIST 800-88 guidelines.
 - a. Level 1 - Media is destroyed.
 - b. Level 2 - Media is destroyed.
 - c. Level 3 - Media is cleared.
7. Foundation IT validates media sanitization.
8. Foundation IT documents the data level and the method of data destruction.
9. If the computer system is no longer viable, for Foundation business use, the device is logged then e-wasted.
10. If the computer system is still viable, for Foundation business use, it will be repurposed with approval by the departments Manager/Director, and the Director of Information Technology:
 - a. For Level 1 and 2 data use – media is replaced and the system is reconfigured for use.
 - b. For Level 3 data use – the system is reconfigured for use.

Definitions:

Destroyed – A media sanitization process that renders the media useless, where it cannot be reused. The Foundation's preferred method is shredding.

Cleared – A media sanitization process that protects the confidentiality of information against a robust keyboard attack, where data is overwritten with repetitive data wipes, between one and three times.