

9400-P164: Preparation of Electronic Devices and Media for Disposal

I. PURPOSE

This document provides policy on the proper removal of data from electronic devices and electronic media owned, leased, or rented by the State of Wyoming.

II. SCOPE

This policy applies to all executive branch agencies, boards, and commissions (collectively referred to as “agencies”) and affects all devices and media that are owned, leased or rented by agencies of the State of Wyoming and are capable of storing electronic data.

III. POLICY

All devices and media will be sanitized by the appropriate IT staff before sale, transfer, or disposal of the device or media so as to make the data inaccessible consistent with the standards established through the IT Governance process. This includes, but is not limited to, all devices or media being re-deployed between agencies and any equipment that will leave the State of Wyoming’s custody. Devices or media re-deployed within the same State agency will be sanitized at the discretion of that State agency.

Whenever licensed software is present on any device or media being sold, transferred, or otherwise disposed of, the terms of any software license agreements must be followed.

A&I General Services Division may test sanitized devices or media to verify all data is inaccessible. Non-compliant devices or media will be returned to the State agency for further processing. Until these devices or media have been brought into compliance, General Services Division will accept no additional IT specific items from that agency.

State agencies will maintain appropriate records of devices or media leaving State of Wyoming custody, per A&I General Services Division requirements.

CIO Approved Date: 03/18/2009