MEMORANDUM

TO: Deans, Department Heads, Directors, Business Managers and Cost Center Administrators

FR: Don Penskar – Director, Logistical Services

RE: Electronic Device Information Storage

DATE: July 12, 2010

As we all know, modern day electronic devices such as computers, copiers, fax machines, and printers can retain the images that are processed through them on hard drives, etc. If these images are not properly removed from these devices prior to them leaving University ownership – then the University would be liable if the stored information is illegally sold or utilized. There are also potential fines with regard to HIPAA and FERPA laws.

Therefore, please be advised of the following:

1. All electronic devices must have their hard drives or any information stored on them removed or “scrubbed” prior to disposal via surplus sales, inter-departmental transfers, donations, environmental recycling, lease returns or trade-ins.

2. Any of the above listed methods of disposal or transfer for these devices will require notification and sign-off by the Logistical Services Department to ensure compliance with the information removal process.

There is an informative video clip concerning this subject available at the following link:

http://www.youtube.com/watch?v=6pIFUOav2xI

Please feel free to contact the Logistical Services Department at 387-8800 if you should have any questions. Thank you.