

Policy, Procedures and Frequently Asked Questions Relating to the Data Security on State Computers Act

University Policy

The Data Security on State Computers Act (Public Act 93-0306) set forth specific requirements for State Agencies pertaining to the sale, donation, or transfer of computer hard drives and any other kind of magnetic media.

Computer hardware and any other magnetic media must be cleared of all data and software before being sold, donated or transferred to Surplus Property. Unit Officers are responsible for complying with this policy for all computers or magnetic media removed from their equipment inventory.

Computer hard drives and any other magnetic media must be overwritten at least ten (10) times before it is redistributed in any manner. To certify that the overwriting process has been completed the following information must be provided:

- Serial number of the equipment item
- Name of software used
- Name, date and signature of the person performing the overwriting process

Data on electronic data processing equipment shall be preserved if such equipment is to be relinquished to a successor University executive administration.

The complete text of the Data Security on State Computers Act can be found at:
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?name=093-0306&GA=093>

Official approved policy can also be found under Document Editing at:
<http://www.siu.edu/~docedit/policies/datasecurity.htm>

University Procedures

1. All electronic media must be “scrubbed,” overwritten or degaussed **ten** times before being disposed.
2. Computers and electronic media that may be redistributed to other campus units must be overwritten ten times before being transferred.
3. Degaussing is only an acceptable process for lightweight media, such as magnetic tape or floppy disks. Hard drives must be “scrubbed” or overwritten.
4. All equipment sent to the Surplus Property facility must have a pre-formatted label affixed to the left-hand side of the face of the processor or the top-side cover of a laptop that contains the following information:
 - Agency
 - Department or organizational unit
 - Tag Number
 - Serial # of the equipment
 - Media scrubbing application (or notation that memory devices were damaged)

- Name of person performing the data security process
- Signature of the person performing the data security process certifying that the process was completed.
- Date the action was performed
- Name of the Unit Officer responsible for the equipment

To assist you, a **Surplus Computer Equipment Label** (pdf document) can be completed, printed on plain paper and taped to the equipment. (Label can also be found under **Purchasing Quick Links**.)

Plant and Service Operations is not permitted to pickup or transfer computer equipment that does not have a label.

Electronic media that is to be directly reassigned to a different user (such as using older PC's for student employees) within a campus department (i.e., items transferred without being sent to Surplus Property) should be overwritten or scrubbed one time, unless the intended user requires and is authorized to access the pre-existing data.

Software for Scrubbing

Special software is available (for free) to perform the data scrubbing. Any data on magnetic storage media (i.e. back up tapes, CD's, etc.) should be destroyed before being disposed. For Windows and/or Linux machines, the software is available for faculty and staff to use from SIUC's FTP site. Do-it-yourself scrubbing instructions are available through:
<http://www.infotech.siu.edu/csc/howto/common/diskwipe.html>

Windows & Linux: “**Darik's Boot and Nuke**” or “**Autoclave**”

MACs: Call Computer Support Center for loan of “ShredIt”

If your department does not have the staff with the expertise to scrub machines, assistance can be requested through the Information Technology Computer Support Center at 453-5155. Technicians can be dispatched on site, by appointment, to scrub your machine(s) at a charge of \$15, per computer.

Frequently Asked Questions

Q. What do you mean by "scrub," erased or reformatted?

A. Scrubbing a disk means writing over each bit on the drive with new (and usually random) information. Sophisticated techniques exist for recovering data even from drives that have been "scrubbed," erased or reformatted. To be in accordance with the Data Security on State Computers Act (Illinois Public Act 93- 0306), it is required that drives be overwritten 10 times before being recycled or sent to surplus.

Q. Is it ever permissible to throw a drive away?

A. No.

Q. Can I remove a hard drive instead of scrubbing it?

A. No.

Q. The drive in the PC I want to send to surplus is broken. Does this mean I have to fix it and scrub it before I send it to Surplus Property?

A. No. If the drive is broken, notate on the scrub tab that it is broken.

Q. We can't afford to buy new computers for everyone in my unit and student employees or clerical staff uses the older machines. Do I need to scrub the drives in these computers ten times before handing them to their new user?

A. No. If the data on the drive falls into the High Risk or Confidential category, you must scrub the drive a single time and then reinstall the operating system or re-image the drive. However, if the new user of the drive, in the course of performing their job duties, needs to access the same data as was previously stored on the drive, scrubbing is not necessary.

Q. How do I scrub or wipe a disk ten times?

A. While you are free to use the disk scrubbing utility of your choice, the following software is available on SIUC's ftp site and through loan:

Windows & Intel based Linux: "Darik's Book and Nuke" and "Autoclave"

MAC: If your MAC supports OS X, use OS X, anything lower than OS X, "ShredIt" is available for loan through the IT Computer Support Center.

Q. So what exactly do I need to do before sending a machine to Surplus Property?

A. Perform the following steps:

- Boot the appropriate disk scrubbing software.
- Software will be configured to overwrite 10 times.
- Start the software.
- When the overwriting process has finished, complete the [Surplus Computer Equipment Label](#).

- Affix the label to the machine where appropriate.
- Submit an **Equipment Transfer to Surplus Property Request** form to Surplus Property MC 6729 to surplus the equipment. They will verify that the equipment is on your account and may be transferred to Surplus Property. A copy of the Equipment Transfer to Surplus Property Request form with the log number assigned will be faxed back to you. <http://www.siu.edu/~as/EQUIPMENTTRANSACTIONS.html>

Surplus Property will contact department to coordinate the pickup and delivery of the equipment. Please contact Surplus Property at 453-2590 with any questions.

Q. If I'm having problems with the software, who can I call for support?

- A.** Call the Computer Support Center at 453-5155.