

Process Title: Process for Disposition of Electronic Media (Sanitization)

Overview

To ensure compliance with [SPG 601.27](#), all devices used for University business must be **sanitized** before their disposal. U-M [Information Technology Policy DS-11](#) provides detailed information on electronic data disposal and media sanitation. This policy applies to university and personally owned devices such as internal and external hard drives, flash drives, multi-function devices, cell phones and tablets. If the device to be securely erased is **personally owned** you can do it yourself using the [FreeWare Version of KillDisk](#) or Computer Showcase will handle the erasure for a fee. All files related to University of Michigan business on any device, personal or University owned, are covered by this policy.

University Owned Equipment

University-owned devices must be sanitized before disposal or transfer. [Property Disposition](#) is responsible for the disposal, transfer, or resale of all university property, including computers and storage devices. See the information below to learn how to start the process of disposal.

- **MiWorkspace-managed units:** Contact Neighborhood IT via the [ITS Service Center](#) for proper sanitization and disposal.
- **Units with (non-ITS) departmental IT support:** Contact your local IT support via normal channels to request appropriate disposal of all university devices. IT staff use Active@ KillDisk to securely and completely sanitize the devices.
- **Units with no designated IT support:** If you do not have any designated IT support in your unit, you can use Active@ KillDisk to sanitize devices or pay Property Disposition to sanitize or destroy devices.
- **Devices in the Managed Copier Program:** U-M Procurement Services' vendor for the [Managed Copier Program](#) will handle such sanitization prior to reuse or disposal for equipment used by units.

Personally Owned Equipment

If you use your own devices to access or work with sensitive U-M data, you are required to sanitize them before disposal in compliance with U-M policy and federal regulations. See [Security of Personally Owned Devices That Access or Maintain Sensitive Institutional Data \(SPG 601.33\)](#).

- **Do it yourself.** You can use a freeware version of [KillDisk](#) to erase your own computers and storage devices. Most smartphones include an erase option. See [Erase Personal Devices Before Disposal](#).
- **Pay someone to do it.** The U-M Computer Showcase offers a for-fee [Secure Device Sanitization service](#).

Please help those you work with protect university data and their own personal information. Direct them to U-M resources for erasing devices they no longer need.

REFERENCES:

- [SPG 601.27](#)
- [Information Technology Policy DS-11](#)