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