

	DEPARTMENT OF PUBLIC SAFETY CORRECTIONS ADMINISTRATION POLICY AND PROCEDURES	EFFECTIVE DATE: March 28, 2016	POLICY NO.: ADM.09.31
		SUPERSEDES (Policy No. & Date): NEW	
	SUBJECT: DISPOSAL OF COMPUTER EQUIPMENT AND COMPUTER MEDIA		Page 1 of 3

1.0 PURPOSE

The purpose of this policy is to outline the proper disposal of computer equipment or computer media. These rules are in place to protect sensitive and classified information, employees and the Department of Public Safety (PSD).

2.0 REFERENCES AND DEFINITIONS

.1 References

- a. Department of Accounting and General Services, State Procurement Office (DAGS SPO), Inventory System User Manual, Chapter 8
- b. DAGS SPO, Procurement Circular No. 2014-17
- c. Hawaii Revised Statute (HRS), Chapter 487R, Destruction of Personal Information Records

2. Definitions

- a. Disposal: The discarding or abandonment of records containing personal information or transfer of any medium, including computer equipment or computer media, containing records of personal information, or other nonpaper media upon which records of personal information are stored, or other equipment for nonpaper storage of information.
- b. Employee: Any person employed by the PSD on a permanent, temporary, exempt, or emergency hire basis. For purpose of this policy, the term employee includes volunteers.

3.0 POLICY

As a safeguard against inappropriate disposal, correct destruction of computer equipment or computer media must be taken.

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4.0 PROCEDURES

- .1 When no longer usable, diskettes, tape cartridges, ribbons, hard copies, print-outs, and other similar items used to process or store classified and/or sensitive data shall be properly disposed.
 - a. Diskettes and tape cartridges shall be taken apart and placed in the properly marked shredding bins.
 - b. After media has been shredded, it will be properly disposed.
- .2 Information Technology (IT) systems that have processed, stored, or transmitted sensitive and/or classified information shall not be released from the PSD's control until the equipment has been sanitized and all stored information has been cleared. For sensitive, but unclassified information, the disposal of computer hardware will be destroyed by magnetically erasing data or removing the hard drive and physically destroying the drive (crushing, disassembling, etc.).
- .3 Designated property custodian shall follow DAGS SPO procedures as noted in Section 2.1a of this policy to dispose of state property.
 - a. Effective November 10, 2014, the approval for the disposal of state property have been changed from the DAGS SPO Administrator to the "head of the department or the head of any board, commission, agency, bureau, or office of the State". Reference shall be made to Section 2.1b of this policy.

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5.0 SCOPE

- .1 This policy applies to employees, contractors, temporary staff, and other workers at the PSD.
- .2 This policy applies to all computer equipment and computer media that processes classified and/or sensitive data that is owned or leased by the PSD.

APPROVAL RECOMMENDED:


Deputy Director for Administration

March 28, 2016
Date

APPROVAL RECOMMENDED:


Deputy Director for Corrections

March 28, 2016
Date

APPROVAL RECOMMENDED:


Deputy Director for Law Enforcement

March 28, 2016
Date

APPROVED:


Director

March 28, 2016
Date