TAGGING, INVENTORYING AND DISPOSAL OF ELECTRONIC MEDIA Assets

BACKGROUND

In October 2014, some computers were delivered as surplus to the Louisiana Property Assistance Agency (LPAA), the State’s department responsible for moveable equipment (none of these computers came from UNO). The computers were sold at auction and it was later discovered that they contained personal information. As a result, the Commissioner of Administration mandated that LPAA develop processes and procedures to reduce the potential for this issue to recur. In December of 2014 an Emergency Rule was promulgated to make key changes to the Louisiana Administrative Code and new policies LPAA POL 201401, PPM-11, IT-POL-I-04 and IT-STD-I-17 were developed and issued in response to this mandate.

PURPOSE

The University of New Orleans will comply with the Louisiana Administrative Code, Title 34, Government Contracts, Procurement and Property Control, Part VII. Property Control; Louisiana Property Assistance Agency, PPM 11 – Data Sanitization; and LPAA POL 201401 Disposal and Surplus of Electronic Equipment, to ensure all electronic media assets are sanitized in accordance with the State of Louisiana Office of Technology Policies #IT-POL-1-04, Data Sanitization Policy; and #IT-STD-1-17 Data Sanitization Standards and Requirements.

In accordance with these regulations, the University will use an appropriate method for the tagging, inventorying and disposal of Electronic Media Assets to ensure they undergo Data Sanitization prior to disposal.

The specific procedures for tagging, inventorying and disposal of Electronic Media Assets are outlined in detail in this policy.

AUTHORITY

Louisiana Administrative Code Title 34, Government Contracts, Procurement and Property Control, Part VII. Property Control; Louisiana Property Assistance Agency PPM 11 – Data Sanitization; Louisiana Property Assistance Agency Policy, LPAA POL 201401 Disposal and Surplus of Electronic Equipment; State of Louisiana Office of Technology Services POL-1-04, Data Sanitization Policy; and IT-STD-I-17 Data Sanitization – Standards and Requirements.
GENERAL POLICY

To establish procedures regarding the tagging, inventorying and disposal of Electronic Media Assets. Per the State’s policies and procedures Electronic Media Assets that are surplused, transferred, disposed of, or otherwise permanently leave the possession of a state agency or its agents, must undergo Data Sanitization. The State’s policies also require the tagging and inventorying of Electronic Media Assets regardless of cost.

DEFINITIONS

Data Sanitization – is the process of deliberately, permanently, and irreversibly removing or destroying data stored on a device or electronic media.

Electronic Media Assets – any media owned, managed or utilized with the capability to transmit or process data. Electronic Media Assets do not include electronic media supplies, such as DVD’s, thumb drives, memory cards or other removable storage media.

PROCEDURE

UNO Property Control will tag and inventory all assets valued at $1,000 or more. The procedures outlined below apply only to Electronic Media Assets valued at less than $1,000, which have not been tagged or inventoried in the past.

UNO’s Property Control Department will:

1. Train Departmental Equipment Custodians how to tag and track Electronic Media Assets valued at less than $1,000.

2. Provide Departmental Equipment Custodians with UNO property barcode tags and train them how to apply the tags to Electronic Media Assets valued at less than $1,000.

3. Train Departmental Equipment Custodians to prepare and submit information required by Property Control regarding Electronic Media Assets valued at less than $1,000, so they may be added to the University’s equipment inventory.

4. Perform the data entry necessary to input the information for Electronic Media Assets valued at less than $1,000 into Oracle/PeopleSoft Asset Management, UNO’s equipment inventory software.

5. Provide Department Equipment Custodians with a list of Electronic Media Assets valued at less than $1,000 under the control of their Department during the University’s annual equipment inventory.
UNO Departments will:

1. Ensure their Departmental Equipment Custodians tag and track all Electronic Media Assets valued at less than $1000.00.

2. Ensure their Departmental Equipment Custodians send the following required information to Property Control for Electronic Media Assets valued at less than $1,000 acquired during the prior month, at the beginning of each month for input into the University’s inventory system.
   - Tag number
   - Serial number
   - Model
   - Description
   - Department
   - Cost

3. Ensure their Departmental Equipment Custodians inventory all Electronic Media Assets valued at less than $1000.00 and submit the completed inventory to Property Control each year as required.

4. Ensure ALL Electronic Media Assets and ALL Electronic Media Supplies (such as DVD’s, thumb drives, memory cards or other removable storage media) are transferred to Property Control for Data Sanitization prior to disposal.

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