

If you have a policy question, please contact Wallace Burman, Director of Purchasing at wburman@siu.edu or 453-5751; technical questions should be to the Computer Support Center at 453-5155.

Data Security on University Computers

Action Required

This is to inform the unit officer that the University is mandated by the Data Security on State Computers Act, which deals with the protection of confidential and sensitive information, to overwrite or “scrub” all hard drives, CD’s, zip drives, backup tapes and other magnetic storage media associated with computer equipment prior to its transfer to another individual/campus unit; or the transfer to Surplus Property.

It is highly recommended that the unit officer review the policy and procedures, which will become effective March 10, 2005. Data scrubbing will need to take place on the computer equipment prior to its transfer from your equipment inventory to another campus user or to Surplus Property.

A pre-formatted label with mandated information must be fully completed and affixed to the left-hand side of the face of the computer equipment, or topside cover of a laptop, before Surplus Property can accept it. Plant and Service Operations is not permitted to pickup or transfer computer equipment that does not have a label.

Special software is available (for free) and identified in the procedures to perform the data scrubbing. Most departments have LAN administrators or other technology specialists who could perform the overwrite process. If a department does not have the staffing or expertise to overwrite the hard drive, Information Technology will provide the service for a \$15 charge, per computer.

The policy, procedures and FAQ’s can be located on the Purchasing website under Quick Link’s General Information at: <http://www.siu.edu/~purchase/quicklinks.html> or directly using the below links:

Data Security on University Computers

<http://www.siu.edu/~purchase/quicklink/datastateact.pdf>

Surplus Computer Equipment Label

<http://www.siu.edu/~purchase/forms/surpluslabel.pdf>