Disposition of IUSM Electronic Media
IU SEC-02

Scope
Indiana University Health Sciences (IUHS)

The scope of this policy includes all electronic media within the IUHS schools that have been designated for disposal, transfer, or other disposition outside of the control of IUHS. All employees and faculty of IUHS, as well as vendors, contractors, partners, students, collaborators, and any others doing business or research with IUHS, will be subject to the provisions of this policy. Any other parties, who use, work on, or provide services involving IUHS computers and technology systems will also be subject to the provisions of this policy.

Data transferred as a part of normal business operations is not covered by this policy. This policy will not supersede any Indiana University developed policies but may introduce more stringent requirements than the university policy.

Policy Statement
Transfer of electronic media is allowed by this policy as long as the transfer does not violate any federal, state, or university laws, rules, or regulations.

Any electronic media containing sensitive or patient-related data must be reviewed for disposition by the Originating User prior to transfer.
All electronic media disposed of or transferred outside of the control of IUHS will be either physically destroyed or the media will be sanitized in accordance with Department of Defense standards.

Reusable electronic media transferred inside the control of IUHS may be sanitized at the discretion of the Originating User. If overwriting is deemed appropriate, the media must be sanitized in accordance with Department of Defense standards.

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**Reason for Policy**

The purpose of this policy is to establish a standard for the proper disposal and sanitation of computer media. The disposal procedures used will depend upon the type and intended disposition of the media. Electronic media may be scheduled for reuse, repair, replacement, or removal from service for a variety of reasons. Disposing of electronic media properly will reduce the risk to both the university and IUHS.

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**Definitions**

*Electronic Media* is defined as any device that is used to store or record electronic information, including, but not limited to, hard disks, magnetic tapes, compact disks, videotapes, audiotapes, handheld electronic devices, and removable storage devices, such as floppy disks and zip disks.

*Sanitizing* is defined as the removal of information from electronic media or equipment such that data recovery using standard techniques or analysis is prevented.

*Overwriting* is one method of sanitation and is used to replace previously stored data on the electronic media with a pattern of meaningless random or non-random information.

*Originating User* is defined as the department, center, or office with effective ownership or control of the data on the computer hard drive.

*Department of Defense (DOD) Standard 5220.22-M, DOD Industrial Security Program* defines several methods for sanitizing various electronic media including, but not limited to, overwriting a specific number of patterns of meaningless data over the entire contents of the media or physically destroying the media.

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**Sanctions**

If it is suspected that electronic media has not been handled in accordance with this policy, or electronic media is identified that has not been handled in accordance with this policy; notify a departmental manager or representative and the Chief Information Security Officer.
Any exceptions to this policy must be approved in advance by both the Chief Information Security Officer and the Associate Vice President for Information Technology, Clinical Affairs IT Services.

Any person found to have violated this policy will be subject to appropriate disciplinary action as defined by the provisions of Indiana University Policy IT-02, Policy on Sanctions for Misuse or Abuse of Indiana University Technology Resources.

History

1. IUSM SEC-02, 22 Dec 03, initial policy.
2. Revision, 30 Mar 05, added "Center" to Definitions section, Originating User definition and Violation of Policy section.
3. Policy reviewed on February 24, 2011.
5. Policy minor revisions, August 8, 2013.
6. Policy scope edited, expanded to include Health Sciences, July 31, 2014.