



Medical College of Georgia

Administrative
Policy Library

Surplus Personal Computers/ Electronic Property

CITATION REFERENCE

Official Title: Surplus
PC/Electronic Property Disposal

Abbreviated Title:

Volume: Administrative

Responsible Office: Mat Mgt –
Moving/Surplus Property
Services

Originally issued: April 26, 2004

Revised: February 2008

Policy Statement

All Medical College of Georgia (MCG) units that have Personal Computers (PC) and any type electronic equipment that contains data storage devices must have the hard drive or data storage device removed before disposal.

Reason For Policy

To ensure compliance with federal and state laws associated with confidential information, such as the Health Information Portability and Accountability Act of 1996 (HIPAA) and the Family Educational Rights and Privacy Act (FERPA), the Medical College of Georgia requires the removal of all data storage devices prior to disposal of electronic equipment.

Entities Affected By This Policy

All MCG departments.

Who Should Read This Policy

All MCG employees.

Contacts

Contact	Phone	e-mail/URL
Asset Management	706-721-4851	http://www.mcg.edu/supply/property/index.htm

Website Address For This Policy

www.mcg.edu/policies/documents/surpluspcelectronics.pdf

Overview

Electronic equipment sent to Surplus Property can be disposed of in several ways, to include transfer to a school district, other approved government entities or a vendors authorized to dispose of electronic equipment. Any software and data files left on a hard drive, main frame, server, and/or electronic storage device could potentially be retrieved. This oversight can lead to conflicts with software license agreements, unauthorized access to personal data or patient/research subject information or other Medical College of Georgia documents. This policy ensures that electronic equipment declared surplus by a department has the data storage devices removed and rendered unreadable prior to disposal.

Files that are not past their retention period (see www.usg.edu/usgweb/busserv/series/index.html) must be migrated to current systems or another suitable storage format. Computer or electronic storage device includes but is not limited to: hard drive, server, mainframe, or handheld computer, e.g. Palm or Visor.

Process/Procedures

Procedures can be found on Materials Management's website at <http://www.mcg.edu/supply/property/index.htm>

Responsibilities

(Party)	(Responsibility)
ITSS	Upon notification remove data storage devices from electronic equipment.
Moving/Surplus Property Services	Collect all data storage devices, render them unusable and transfer them to state surplus.
All Medical College of Georgia faculty and employees.	Responsible for adhering to the Administrative Policies of MCG.

Forms

Request for Moving Services Form
<http://www.mcg.edu/supply/property/MOVREQ.pdf>