



## NYSPI Electronic Media Disposal Procedures

Electronic media, including storage media for computers, laptops, mobile devices, printers, copiers or other electronic devices which store NYSPI information or data, must be managed securely. All electronic media must be sanitized when it will be accessible by individuals with different access rights or when disposed.

All electronic media management, from creation through to disposal, must be consistent with the New York State Enterprise Sanitization and Security Disposal Standard (<http://on.ny.gov/2hiDanN>). This Standard and these procedures, apply to all media including, but is not limited to, media which has failed, systems which are being surplused and systems which are being transferred to other business units with NYSPI.

Disposal of media storing NYSPI data or under the management of NYSPI staff on any NYSPI-hosted systems, must be handled by psyIT. Requests for disposal should be submitted through standard service request processes.

When electronic media is no longer going to be used, psyIT will securely collect the media, physically destroy the media and arrange for appropriate disposal. Media which cannot be physically destroyed will be purged but may be retained in a secure location if reasonable assurances of data destruction cannot be provided.

psyIT will keep a log of all media disposal activities, including the user or system of origin, media serial number where available, and dates of critical activities (purging, destruction, disposal, etc.).

Third parties hosting NYSPI data must provide psyIT with disposal procedures which demonstrate compliance with the NYS Standard.

Questions should be directed to [psyIT@nyspi.columbia.edu](mailto:psyIT@nyspi.columbia.edu). Exceptions to these procedures may be requested via a service desk ticket or by e-mail to [PsyIT-Admin@nyspi.columbia.edu](mailto:PsyIT-Admin@nyspi.columbia.edu).

### Review Schedule and Version History

Date	Description of Change
12/13/16	Initial release