

# Augusta University

## Policy Library

### Surplus Personal Computer-Electronic Property

Policy Owner: Supp Chain Initiativ

#### POLICY STATEMENT

All Augusta University 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.

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), Augusta University requires the removal of all data storage devices prior to disposal of electronic equipment

#### AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni       Faculty       Graduate Students       Health Professional Students  
 Staff       Undergraduate Students       Vendors/Contractors       Visitors  
 Other:

#### DEFINITIONS

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 Augusta University documents. This policy ensures that electronic equipment declared surplus by a department has the data storage devices removed and rendered unreadable prior to disposal

#### PROCESS & PROCEDURES

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

#### REFERENCES & SUPPORTING DOCUMENTS

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

#### RELATED POLICIES

Intentionally left blank.

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Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 549

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 08/02/2016

Last Review: 06/09/2017

**APPROVED BY:**

President, Augusta University and CEO, AU Health System    Date: 06/09/2017