

# NWF Health Network

## Policy & Procedure

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**Series:** 900: Data Collection, Records, and Reporting

**Policy Name:** Hardware and Electronic Media Disposal

**Policy Number:** 923

**Origination Date:** 02/22/2024

**Referenced Documents:** 900-915 x 1, NWFHN MIS Handbook

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### Policy

Hardware and electronic media disposition is necessary at NWFHN to ensure the proper disposition of all non-leased NWFHN IT hardware and media capable of storing member information. Improper disposition can lead to potentially devastating fines and lawsuits, as well as possible irreparable brand damage.

### Purpose

NWFHN owned surplus hardware, obsolete machines, and any equipment beyond reasonable repair or reuse, including media, are covered by this policy.

Where assets have not reached end of life, it is desirable to keep items as emergency/loaner machines or reassignment to a less critical function. This policy will establish and define standards, procedures, and restrictions for the disposition of non-leased IT equipment and media in a legal, cost-effective manner.

NWFHN's surplus or obsolete IT assets and resources (i.e. desktop computers, servers, etc.) must be discarded according to legal requirements and environmental regulations through the appropriate external agents and NWFHN's upgrade guidelines.

### Disposal

1. Print Reports, CDs, and Floppy Disks will not be discarded in the office trash or left in an unsecured manner as this would allow unauthorized access to the data.
  - a. Confidential data in printed form will be shredded;
  - b. Floppy Disks and CDs will be made unreadable by physical destruction.
2. Hard drives installed in any system that will be surplused or otherwise removed from the control of NWFHN will undergo one of the following:
  - a. A 7-layer wipe;
  - b. Degaussing;
  - c. Any other physical destruction deemed necessary to ensure any confidential data has been made inaccessible.

All disposition procedures for retired IT assets must adhere to company approved methods and coordinated by NWFHN's IT Department. The IT Department is responsible for backing up/wiping data from IT assets slated for disposition (if applicable) and removing company tags and/or identifying labels. IT is responsible for selecting and approving external agents for hardware sanitization, reselling, recycling, or destruction of the equipment. IT is also responsible for the chain of custody in acquiring credible documentation from

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contracted third parties that verify adequate disposition and disposal that adhere to legal requirements and environmental regulations.

It is the responsibility of any employee of NWFHN's IT Department, with the appropriate authority, to ensure that IT assets are disposed of according to the methods in the Hardware and Electronic Media Disposal Procedure. It is imperative that all dispositions are done appropriately, responsibly, and according to IT lifecycle standards, as well as with NWFHN's resource planning in mind. Hardware asset types and electronic media that require secure disposal include, but are not limited to, the following:

- Computers (desktops and laptops)
- Printers
- Handheld devices
- Servers
- Networking devices (hubs, switches, bridges, and routers)
- Floppy disks
- Backup tapes
- CDs and DVDs
- Zip drives
- Hard drives / Flash memory
- Other portable storage device