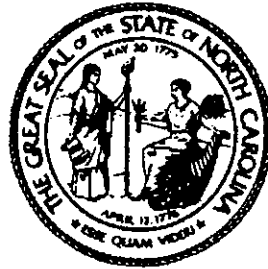


State of North Carolina



Department of Environment and Natural Resources



Division of Information Technology Services

Procedures for Surplus Computer Property

Origination Date: August 25, 2005

Revision Date: February 23, 2007

## Overview

This procedure specifies the states steps to take before computer components capable of storing data on electronic storage media (i.e. computer CPU, server, laptop, PDA, etc.) are released to the State Surplus System. This procedure relates only to computer components that store data on electronic media and the permanent removal of data from electronic media as defined in State of NC - Security Standards - Electronic Media Standard 151-01. Property other than computer peripherals and computer units capable of storing data on electronic storage media will follow existing surplus property procedures.

## SCOPE

This procedure applies to all DENR Divisions, their employees, and outside contractor staff involved with processing surplus computers.

## RESPONSIBILITY FOR COMPLIANCE

To ensure compliance with the State of NC - Security Standards -Electronic Media Standard 151-01, the following steps will be performed for all DENR surplus computer property. Adherence to the following steps in the sequence listed is necessary to assure compliance. The state Security Standards on Cleaning or Destroying Media can be read from the Office of Information Technology Services web site: [http://www.scio.state.nc.us/documents/docs\\_Active/Security\\_Policies/Standards for Clearing or Destroying Media.doc](http://www.scio.state.nc.us/documents/docs_Active/Security_Policies/Standards for Clearing or Destroying Media.doc).

**Staff failing to comply with these procedures will be subject to appropriate disciplinary action.**

- **DENR-DIVISIONS**

Divisional staffs are responsible and accountable to process surplus computer property according to the following steps:

1. DENR divisions will enter surplus computer property capable of storing data on electronic storage media (i.e. computer CPU, server, laptop, PDA, etc.) on a surplus document in the State Surplus system separate from all other computer property (i.e. monitors, keyboards, printers, etc.). Place the following sentence in the 'NOTE' field of the surplus document; **'Electronic data are permanently removed; authorized by (YOURNAMEHERE)'**.
2. DENR divisions shall maintain a log of all surplus computer property from which they degaussed or permanently removed electronic data. Each division must retain a copy of each completed log. A copy of the log must be provided to the DENR ITS Division before the surplus computer property is released to State Surplus System. Each log will contain the following information:
  - Current date and Division Code
  - Serial number and asset tag number
  - Name of division Surplus Coordinator responsible for processing Log
  - Name of the individual who degaussed, removed or permanently destroyed all electronic data from the surplus computer property.

- Name of the individual who verified electronic media degaussed, removed or permanently destroyed all electronic data from the surplus computer property
  - Date electronic data degaussed, removed or permanently destroyed from the electronic storage media.
  - State Surplus Document Number.
3. DENR divisions will submit all State Surplus System documents containing computer property for review to the **DENR ITS Solution Center (DENRITS)** through the State Surplus web based system.
  4. Division IT staff will affix to each surplus computer a DENR ITS label (**Green Label**) containing the
    - Fixed Asset Number (FAS) or the Serial Number if the FAS number is not visible,
    - The date the electronic data permanently removed or destroyed from the electronic media
    - The method used to remove or destroy the data
    - The date the verification performed
    - The name of the person performing the verification.
  5. DENR divisions will release all surplus computer property to the State Surplus System in the usual manner. Computer components capable of storing data on electronic storage media **will be released ONLY** after verifying that all are appropriately labeled, listed on the State Surplus System document, and recorded on a DENR Surplus Computer log.
  6. Removal of electronic storage media (i.e. Hard Drives) from any computer to comply with this procedure should be performed only if the available standard software cannot render the media void of data. These media that are removed must be degaussed or destroyed, labeled (**Green Label**), and submitted to the State Surplus Computer Warehouse.
  7. DENR divisions will secure and store surplus computer property until a date is established and the property to be turned over to the State Surplus System.
  8. DENR divisions will ensure that all business units process surplus computer property in compliance to these procedures.
- **DENR- Information Technology Service**
    1. Designated Information Technology Service staff will review all DENR surplus computer property entered into the State Surplus System web based application.
    2. Designated Information Technology Service staff will release State Surplus System documents with surplus computer peripheral property (**computer components other than those capable of storing electronic data**) properly entered on a separate document from all other property to the DENR Surplus Administrator without delay.
    3. Designated Information Technology Service staff will release State Surplus System documents with computer components capable of storing data on electronic storage media (i.e. Hard Drives) **properly listed and submitted** after verifying that each item on the State Surplus System document is on the DENR Surplus Computer log received from the division.

## **Sponsor**

The DENR ITS Management (for Computer related property) and DENR Purchase and Services Management (as DENR Surplus Property Administrator) are approvers of the DENR Surplus Computer procedures.

## **Administrative Support**

The DENR Solution Center Staff will provide support for matters that relate to Surplus Computer Property.