

Disk Sanitizing Regulation for Workstations & Hard Drive Equipped Printers

Version 1 (Current Version)

 Print

Policy	RUL08.05.02
Title	Disk Sanitizing Regulation for Workstations & Hard Drive Equipped Printers
Category	Information Technology
Sub-category	Security and Compliance
Authority	Vice Chancellor for Administration and Finance
History	Policy Number 7.303 Supersedes Policy Dated: October 3, 2003 Effective Date: October 3, 2003 Review Date: November 9, 2011 Placed in University Policy Manual after EXPEDITED REVIEW, transitioned without substantive change from prior version, March 25, 2013.
Contact	Information Technology Manager, Client Engagement and Support (328-9544)
Related Policies	N/A
Additional References	<p>North Carolina Records Retention Policy (https://archives.ncdcr.gov/government/higher-education-institutions/university-north-carolina-general-records-retention-and-disposition-schedule)</p> <p>US Department of Defense (DoD) 5220.22-M National Industrial Security Program Operating Manual (NISPOM) (pdf) (https://www.esd.whs.mil/Portals/54/Documents/DD/issuances/dodm/522022_placeholder.pdf?ver=4DWEE79r4278TSAShv2VRw%3d%3d)</p>

1. Introduction

1.1 Purpose of Regulation

To maintain data confidentiality by preventing access to information previously stored on workstations, transferred to new users or destined for surplus.

1.2 Person(s) with Primary Responsibility

Managers of Desktop Support Staff

2. Regulation

When a state-owned workstation or hard-drive equipped printer is sent from ECU to surplus, the hard drive(s) shall

be removed before the computer/printer leaves the ECU campus. Removed hard drives will be destroyed.

If a workstation is transferred from one primary user to another, its hard drive(s) shall be sanitized (i.e. reimaged) at the time of transfer.

Users should ensure that data covered by the North Carolina Records Retention Policy is copied from computers and appropriately stored before their disks are sanitized.

East Carolina University

E 5th Street | Greenville, NC 27858 (<https://www.google.com/maps/place/East+Carolina+University>) | 252-328-6131 (tel:+12523286131)

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