LPAA POL 201401

Louisiana Property Assistance Agency
Policy

Disposal and Surplus of Electronic Equipment

- **Policy:**

Electronic media, as defined by Office of Technology Services IT-POL-1-04 Data Sanitization Policy, that are subject to surplus, transfer, disposal, or otherwise permanently leave the possession of a state agency or its agents, except for lawful purpose shall be sanitized in accordance with Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements.

- **Scope:**

All entities under the authority of the Louisiana Property Assistance Agency, pursuant to the provisions of R.S. 39:321, et seq., or any political subdivision that desires to utilize LPAA services must comply with this policy.

- **Responsibilities:**
  - Agencies shall establish policies and procedures to ensure compliance with this policy.
  - Agencies shall attest that they have sanitized all electronic equipment in accordance with the Office of Technology Services IT-POL-1-04 Data Sanitization Policy prior to requesting permission to surplus or dispose of the electronic equipment.
  - Attestation shall be evidenced in a manner prescribed by LPAA PPM 11, Data Sanitization.

- **Related Policies, Standards, Guidelines:**
  - Office of Technology Services IT-POL-1-04 Data Sanitization Policy
  - Office of Technology Services IT-STD-1-17 Data Sanitization – Standards and Requirements
  - LPAA PPM 11, Data Sanitization

- **Owner**: LPAA

- **Effective Date**: October 17, 2014

- **Version**: 1.0

LPAA
Compliance Section
PPM 11 – Data Sanitization

Authorization/Date_____

Revision Dates: November 5, 2014: March 3, 2015: April 23, 2015

General Provisions

Electronic media assets are to be sanitized in accordance with the following policies, which can be viewed on the Office of Technology Services and Louisiana Property Assistance Agency websites.

- Office of Technology Services IT POL 1-04 Data Sanitization Policy
- Office of Technology Services IT STD 1-17 Data Sanitization Standards and Requirements
- Louisiana Property Assistance Agency LPAA POL 201401 Disposal and Surplus of Electronic Equipment

Procedures

All state agencies' undersecretaries, IT managers, and property managers must undergo training. Training will be offered as webinars through the LEO portal. Existing Undersecretaries and IT Managers are required to take the Electronic Media Security Class before December 31, 2014 and annually thereafter. Newly appointed Undersecretaries and IT managers must take the training within 30 days of their appointment and annually thereafter.

Persons listed as Agency Users in AMS and ERP users with the ability to create surplus/disposal requests shall take the Electronic Media Sanitization and Surplus/Disposal Class and must achieve a passing score. If a person with this level of access to AMS or ERP does not take the class by December 31, 2014, or if they fail to achieve a passing score, access to AMS or ERP will be denied until a passing score is achieved. Newly added persons listed as Agency Users in AMS and ERP users with the ability to create surplus/disposal requests will be required to take and pass the class before access to ERP or AMS is granted. Additionally, all persons with these levels of access must take and pass the class annually thereafter. Live training will be offered to those individuals not having access to LEO.

All electronic media assets must be tagged by the property manager and entered into their agency's official system of recordation for movable property, regardless of its original acquisition cost. Electronic media assets do not include electronic media supplies, such as DVD's, Thumb Drives, Memory Cards or other removable storage media. These items, if utilized to store, process, or transmit Confidential or Restricted Data shall be sanitized; however, they shall not be entered into their agency's official system of recordation, nor shall any surplus or disposal request be entered into their agency's official system of recordation. A Certificate of Data Sanitization must be completed by the agency's IT technician(s) actually performing the sanitization. At a minimum the technician(s) will include the asset number, serial number, asset description, media type, sanitization status code, date of sanitization, and their entire unique personnel or employee identification number (UID)*. The IT technician(s) is/are required to sign for each piece they personally sanitized. The IT technician's immediate

supervisor will then sign affirming the work has been done. The agency's property manager will complete the document by including the transfer number and signing the form. A scanned copy of the fully executed Certificate of Data Sanitization must be electronically attached to the AMS disposal/surplus request before LPAA will consider its approval.

* Technicians shall use their State issued 'Personnel Number' (P#), if the technician has not been issued a P#, the agency may use an alternate UID from their employee management system. In the event the Agency has not issued the technician an approved UID, the technician shall provide the last four digits of their Social Security Number (SSN). Additionally, the agency is responsible for maintaining historical records for alternate UIDs to identify the technician to support any state or federal inquiry or audit.

A Data Sanitization Label must be affixed to all sanitized electronic media. At a minimum, the label will have the word "Sanitized", the technician(s) initials, and the date of sanitization. A Data Sanitization Label must be physically affixed to every item approved for surplus before LPAA's staff will accept the item into its inventory. If an item on a transfer does not have a fully completed Data Sanitization Label, the entire shipment will be refused. If the request was for a LPAA pickup, the agency may be billed for the second or subsequent trips to retrieve those items.

Property managers shall ensure requests to surplus or dispose of assets deemed to be electronic media do not include assets of any other class. In addition, if the request is for a disposal, such as a request to scrap, dismantle for parts, inventory adjustment, trade in, or for an AS IS WHERE IS sale, the property manager must submit a picture clearly showing each asset's property tag and the fully completed Data Sanitization Label affixed to that asset before approval will be considered.

If a property manager has an Autonomy profile as allowed under the LAGrad Act, they must maintain similar documentation on file and make those files available to LPAA's audit staff for review.

Forms and Labels

The Certificate of Data Sanitization and a sample Data Sanitization Label are included below. If an agency wishes to use another form for their Certificate of Data Sanitization, prior approval must be obtained from LPAA's Compliance Supervisor before attempting to use it.

Agency #

Certificate of Data Sanitization

PM use only Transfer #	Asset #	Asset Desc.	Serial Number	Media Type	Sanitization Status Code	Printed Name / Signature	**Personnel UID** (last 4 SSN required if UID is not available)	Date

I attest all above electronic equipment has been sanitized in accordance with LPAA POL 20140 and a sanitization label has been affixed to each asset.

IT Supervisor (Print): _____ IT Supervisor (Signature): _____ Date: _____

Property Manager (Print): _____ Property Manager (Signature): _____ Date: _____

Any commercial label may be used, but it must contain the word “Sanitized”, Technician Initial’s, and Date. A sample Data Sanitization Label is shown below.

Sanitized
Technician Initials _____

Date _____