

Effective Date: January 31, 2008
Date Updated: September 21, 2015
Policy Name: **Electronic Storage Media Disposal Policy**

Division: Commercial Services
Branch: Procurement Services
Contact: Victor Zimmer

POLICY

All permanent or temporary electronic storage media must be removed from owned equipment before equipment is transferred outside of the Provincial Government or disposed of in any other means.

Electronic storage media being transferred within the Provincial Government must be sanitized using a secure media eraser. Ministries are responsible for the appropriate storage, handling and disposal of all electronic storage media in their care.

Government owned electronic storage media or equipment/devices containing non-removable electronic storage media must be destroyed using a shredding process.

Individual ministries and agencies are responsible for maintaining all required records relating to the disposal of electronic storage media.

DEFINITION of ELECTRONIC STORAGE MEDIA

Electronic storage media including new or sealed or unused;

- computer hard disk drives (HDD);
- memory cards;
- USB flash drive or memory sticks;
- compact disks (CD);
- floppy disks;
- digital video discs (DVD);
- Photo film;
- video tapes (VCR, DV, etc.);
- audio tapes (cassette or reel to reel);
- microcomputer tapes;
- microfiche;
- microfilm;
- any other recordable electronic media.

Equipment/devices with non-removable storage media included under this policy are;

- cellular phones with internal data storage;
- iPads;
- Blackberries;
- point-of-sale credit card terminals;
- portable digital assistants (PDA's);
- any other equipment/devices with permanent non-removable media storage capability.

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BACKGROUND

Individual ministries and agencies are responsible for the retention and disposal of their information and must therefore ensure that information is not inadvertently left on or is retrievable on media that is disposed of or is being re-deployed internally. The Government is responsible for the protection of information assets in its care, including personal information. Information which is inadvertently left on the electronic storage media could potentially cause unauthorized disclosure or use of sensitive information.

Electronic storage media targeted for transfer within the Provincial Government must be sanitized using a secure media eraser approved by the IT Division of Central Services.

Electronic storage media devices under warranty that require replacement are to be managed by shredding the drive and replacing it by the purchase of a new drive, or the defective drive must be sanitized or rendered unusable (if possible), and returned to the vendor accompanied by a Certification of Destruction form. The form is to be completed by the vendor, and returned when the destruction of the drive (by mutually acceptable methods) has been verified.

For equipment leased by the Government of Saskatchewan, arrangements can be made to sanitize the permanent electronic storage media using a secure media eraser approved by the IT Division. If the permanent electronic storage media cannot be sanitized arrangements must be made for the destruction of the electronic storage media in accordance with this policy.

A standing offer <http://www.standingoffers.gov.sk.ca/buyers/index.html> to have electronic storage media destroyed by using a shredding process is in place. This process will result in total destruction of each piece of material. Appropriate size cutters are used depending on the type of material to be destroyed. All metallic materials are recycled thereafter. The shredding process is guaranteed through the issuance of a "Certification of Destruction". Further information on this standing offer can be obtained from Central Services, Procurement Services.

**AUTHORITY
AND REFERENCE**

[*The Purchasing Act, 2004*](#)
[*The Purchasing Regulations*](#)
Electronic Equipment Recycle Policy (e-Waste)