

UWG PROCEDURE NUMBER: 8.2.7, Media Hardware Disposal

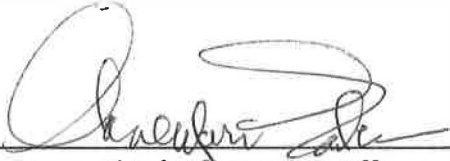
Authority: UWG POLICY 8.2 (Data Security)

The Chief Information Officer, pursuant to the authority of UWG Policy 8.2, establishes the following procedures for compliance with Media Hardware Disposal.

A. Procedure

University employees and agents must destroy and dispose of electronic media hardware in a manner which renders any stored information unrecoverable as required by BOR policy and Georgia Surplus Property Manual. In order to maintain the confidentiality of the data entrusted to the University, all electronic media will be disposed of or destroyed as required in guidelines or standards established by the University Chief Information Officer.

Issued by the Chief Information Officer, the 2 day of November 2016.



Signature, Chief Information Officer

Reviewed by President: _____



Previous version: N/A

Cross Reference: UWG IT Security Plan, www.westga.edu/policy