

**SECTION: 1. GENERAL**

**SUBJECT: SURPLUS COMPUTER POLICY**

---

**Subject: Cleansing data from surplus computer equipment**

**Background:** Idaho's Department of Administration issues various directives related to state employees' use of technology through its *Idaho Technology Authority* (ITA).

**Rules / Authority:** ITA is authorized by Idaho statute, Title 67, Chapter 57.<sup>1</sup> ITA's directives are relevant to Lewis-Clark State College because of the definition included in the statute.<sup>2</sup>

**Point of Contact:** Chief Technology Officer

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** IT executive steering committee, the President, the Provost, and the Vice President for Finance & Administration

**Date of approval by LCSC authority:** 3/14/19

**Date of State Board Approval:** NA

**Date of Most Recent Review:** March 2019

**Summary of Major Changes incorporated in this revision to the policy:** Reviewed with no changes. Relevant websites include:

Description of ITA: (<http://ita.idaho.gov/council.html>)

List of ITA policies: (<http://ita.idaho.gov/resources.html>)

---

<sup>1</sup> 67-5745. DECLARATION OF PURPOSE. The legislature finds that advances in information technology and telecommunications present significant opportunities for the state of Idaho to improve the efficiency and productivity of state and local government, to promote, develop and diversify its economy, to encourage public access to government information and to enhance lifelong educational and training opportunities. The implications of these information technology and telecommunications advances require a centralized and coordinated strategic planning process involving the expertise and participation of experienced persons from both state and local government and the private sector. The establishment of the information technology resource management council will facilitate a centralized approach to the acquisition and evaluation of necessary technical information and the informed development of a statewide strategic plan to ensure a coordinated approach to the design, procurement and implementation of information technology and telecommunications systems for both state government and the public.

<sup>2</sup> 67-5745A. DEFINITIONS. As used in this chapter:  
"State agencies" means all state agencies or departments, boards, commissions, councils and institutions of higher education, but shall not include the elected constitutional officers and their staffs, the legislature and its staffs or the judiciary.

**SECTION: 1. GENERAL**

**SUBJECT: SURPLUS COMPUTER POLICY**

---

The surplus, transfer, trade-in, disposal of computers, or replacement of electronic storage media and computer software can create information security risks for Idaho. These risks are related to potential violation of software license agreements, and unauthorized release of sensitive and/or confidential information.

This guideline applies to equipment owned or leased by any state agency.

Complete [Idaho agency and employee policy for cleansing data from surplus computer equipment:](http://ita.idaho.gov/psg/g550.pdf)  
(<http://ita.idaho.gov/psg/g550.pdf>)

---