

# DAS Directive

Directive No. **GS-D-06**  
Effective Date: **09-01-2009**



To: All Departments, Offices, Agencies, Boards, Bureaus, Commissions and Institutions

From: Hugh Quill, *Director of Administrative Services*

Re: Removal of Sensitive Information from Surplus State Property and Procedures for the Relinquishing of Custody of Excess Computer Equipment

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## PURPOSE

The purpose of this directive is:

- to assign responsibility for removal of sensitive information prior to disposal of state surplus property, including the allocation of costs associated with the removal of the information, and;
- To provide procedures for the relinquishing of custody of excess computer equipment.

## BACKGROUND

Ohio Revised Code Section 125.130 directs state agencies to turn in excess and surplus property to DAS for disposal. DAS either disposes of the surplus property or authorizes the owning state agency to do so. In addition, the Ohio Revised Code Section 125.13(H) grants the DAS the authority to approve the transfer of computer equipment to an accredited school within the state.

Computers, fax machines, typewriters and other office equipment are used to produce, copy and store information. In many cases, the presence of this information is not readily apparent. The owning/using entity is best positioned to know the sensitivity of any information on such equipment and to remove such information prior to disposal of the equipment, regardless of where the disposed equipment is being sent.

The state surplus property section in DAS is neither staffed nor equipped to verify removal of sensitive information from state equipment passing through the disposal process. All property received from state agencies by the DAS State and Federal Surplus Section (State Surplus) is expected to have been properly prepared for disposal by any appropriate means, including immediate sale to the general public. In addition, all computer equipment approved for transfer to an accredited public school or public service agency is expected to be properly prepared for disposal.

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## POLICY

State departments, offices, agencies, boards, bureaus, commissions and institutions are responsible for removing sensitive information from state property prior to relinquishing custody by any means, including disposal through the state surplus property office, trade-in, sale, loan, lease, transfer, donation, recycling, or disposal as refuse.

## PROCEDURE

### A. Information Removal by Agency or Through State Contract

Once an owning state agency determines that it has computer equipment excess to its needs and informs State Surplus via a signed Turn-In Document, the owning state agency should take necessary steps to remove all sensitive information from the equipment. If the agency does not possess the expertise necessary to remove the sensitive information, then it can refer to a State Term Schedule Contract (currently contract #OT904104) to obtain the requisite cleaning service for the removal of the sensitive and proprietary information.

### B. Donations to Public Schools

1. If a state agency desires to transfer any surplus computers and computer equipment to an accredited public school within the state under ORC 125.13(H), the agency must notify State Surplus via a signed Turn-In Document. State Surplus will approve the document and return to the agency for their records.
2. The agency must then remove sensitive and proprietary information as set forth above and provide information necessary to State Surplus so that State Surplus can identify those items designated to be donated to an accredited school for screening by other state agencies.
3. If any state agency indicates interest in any item(s), State Surplus will refer the acquiring state agency to the owning state agency to arrange for transfer of items directly.
4. Once the items have been screened by state agencies and the owning state agency has indicated a desire to donate surplus computer equipment to an accredited school, State Surplus will make items available for screening by schools accredited by the Ohio Department of Education available on a "first come, first served" basis.
5. To ensure that other public service agencies eligible to purchase surplus state property also have the opportunity to obtain the more desirable surplus

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computers and computer equipment, only 50% of the equipment identified for transfer to schools will be posted, with the remaining 50% posted for screening through other public service agencies eligible to purchase surplus state property.

6. Prior to posting equipment for screening by accredited public schools, State Surplus shall notify the agency of the date that the surplus computer equipment will be posted.
7. If any accredited public school indicates an interest in any item(s), State Surplus will refer the accredited public school to the state agency to arrange for transfer of items directly from the state agency. Pursuant to ORD 125.13(H), the accredited public school may be required to assume costs for refurbishment including any costs relating to the removal of sensitive and proprietary information.

## C. Equipment Not Transferred to an Agency or Donated to a Public School

1. Surplus equipment not transferred to another state agency or donated to any accredited public school should be transferred to State Surplus by completion and submission of the requisite form and by delivery of the surplus equipment to the State Surplus warehouse at 4200 Surface Road.
2. Items that are to be transferred to another state agency, items that are to be transferred to an accredited school and items that are to be sent to the State Surplus Warehouse should be listed on separate Turn-In documents,
3. State Surplus will then proceed with the disposal of the remaining computer equipment as permitted by law. Costs for removal of sensitive and proprietary information for all items ultimately delivered to the State Surplus warehouse facility will be borne by the owning state agency. In addition, in all state agencies to state agency transfers of surplus computer equipment, the costs of removal of sensitive and proprietary information will be the responsibility of the owning state agency rather than the acquiring state agency.

This directive supersedes any previously issued directive or policy and will remain effective until cancelled or superseded.

## AUTHORITY AND REFERENCE

ORC 125.13