The purpose of this procedure is to ensure the protection of sensitive information by clearing hard drives of all data and removing software from electronic data processing equipment before it is transferred or sent to CMS as surplus.

For more information contact us
Loretta K. Pienta
H8: Preparing Data Processing Equipment for Transfer or as Surplus

Effective Date: 9/18/2003
Prior Date: New

Purpose and Scope

The fiscal agent must arrange with the Help Desk to wipe the CPU of any data processing equipment before transferring the equipment to Property Control or another unit on campus.

The Help Desk must wipe data processing equipment before its transfer to another unit or to Property Control as surplus.

The Help Desk must attach a certification label to data processing equipment after completion of the wiping procedure.

The Help Desk will advise the Procedure and Systems Analyst in the Controller’s Office of any changes to this procedure.

Property Control must request/receive permission from CMS prior to removing any component from data processing equipment.

Property Control must ensure that data processing equipment being shipped to CMS is properly packed and shipped.

Property Control will advise the Procedures and Systems Analyst of any changes to this procedure.

For more information contact us

Loretta K. Pienta
H8: Preparing Data Processing Equipment for Transfer or as Surplus
Effective Date: 9/18/2003
Prior Date: New

Purpose and Scope

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References

- CMS Memorandum: Public Act 93-0306 and Computer Cannibalization
- 44 Illinois Administrative Code, Section 5010.260 (b)
H8: Preparing Data Processing Equipment for Transfer or as Surplus
Effective Date: 9/18/2003
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Definitions

- Cannibalize: remove a component from data processing equipment.
- CMS: Central Management Services
- CPU: computer processing unit
- Electronic data processing equipment: includes, but is not limited to, computer (CPU) mainframes, and any form of magnetic storage media.
- Face plate: the protective cover of a computer-processing unit.
- Wiping: replacing previously stored information with a pre-determined pattern of meaningless information by overwriting the information at least ten times.

For more information contact us
Loretta K. Pienta
## Purpose and Scope

Data processing equipment should be packed and shipped to CMS with the Certification Label on the processor’s face plate, easily viewed upon its arrival.

**Return**

**For more information contact us**

Loretta K. Pienta
Acquisition of Certification Labels (2007)

The Certification Labels (2007) may be obtained from the Procedure & Systems Analyst in the Controller’s Office.

For more information contact us
Loretta K. Pienta
Process

Fiscal Agent

➢ DO NOT cannibalize data processing equipment.

➢ Contact the Help Desk prior to transferring any data processing equipment to another unit or to Property Control as surplus.

Return
H8: Preparing Data Processing Equipment for Transfer or as Surplus

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Help Desk

- DO NOT cannibalize data processing equipment.
- Request data processing equipment components from Property Control as needed.
- Wipe hard drives of faculty and staff computers by using Kill Disk (professional version) software (professional version). This software meets or exceeds the definition of “wiping” stated above.
- Reformat with Format and FDISK utilities the computers in student labs that have hard drive without data.
- Prepare and attach a Certification Label (227) to the left-hand side of the face of the processor.
- Prepare and attach a Certification Label (2007) to the upper top cover of laptops.

For more information contact us
Loretta K. Pienta
H8: Preparing Data Processing Equipment for Transfer or as Surplus
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Permission to Cannibalize Data Processing Equipment

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Facsimile: Certification Label (2007)

Facsimile: Request for Deletion from Inventory

Process: Help Desk

Process: Property Control

Property Control

➢ Request permission to cannibalize data processing equipment by preparing and submitting the *Request for Deletion From Inventory (IL 401-1353)* form.

➢ DO NOT cannibalize data processing equipment unless previously authorized by CMS.

➢ Pack and ship the equipment so that the processor’s faceplate can be easily viewed upon arrival at the CMS warehouse.

For more information contact us
Loretta K. Pienta
The Certification Label (2007) must be similar to the Avery Standard Sticker, #3113 or approximately 2.5" X 2.5".

For more information contact us
Loretta K. Pienta
Permission to Cannibalize Data Processing Equipment

- Permission must be received from CMS, Property Control Division before any data processing equipment is cannibalized.

- Permission must be requested on Request for Deletion from Inventory (IL 401-1353) form.

For more information contact us
Loretta K. Pienta
### H8: Preparing Data Processing Equipment for Transfer or as Surplus

**Effective Date:** 9/18/2003  
**Prior Date:** New

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### Facsimiles

**Certification Label (2007)**

*For more information contact us*

Loretta K. Pienta
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State of Illinois form: *Request for Deletion From Inventory (IL 401-1353)*
H8: Preparing Data Processing Equipment for Transfer or as Surplus
Effective Date: 9/18/2003
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Comments

Direct your comments to Loretta K. Pienta

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