MEMORANDUM

TO: Information Technology Managers/Chief Information Officers; and Property Control Personnel of all Executive Branch Entities, including Agencies, Boards, Commissions, State Colleges and Universities and their Governing Boards, and all Departments established by the Civil Administrative Code

FROM: Malcolm Weems, Acting Director

DATE: 9-December-2011

SUBJECT: Electronics Recycling/Data Wipe Policy

This Memoranda and attached policies replace the CMS Electronics Recycling policy effective November 1, 2010.

The Data Security on State Computers Act (Public Act 93-0306, hereinafter, “the Act”) was signed into law in July 2003. It was enacted due to concerns that the State was selling, donating or transferring its computers without first ensuring that sensitive data was wiped from the hard drives. This Act requires state entities to certify in writing that the overwriting process has been completed.

In 2009, the Act was amended to provide that the General Assembly and Universities shall have and maintain responsibility for implementation and administration of the requirements of this Act.

In 2011, P.A. 97-0390 was adopted and further amended the original Act requiring agencies shall “... implement a policy to mandate that all hard drives of surplus electronics data processing equipment be erased, wiped, sanitized, or destroyed in a manner that prevents retrieval of sensitive data and software before being sold, donated or transferred by (i) overwriting the previously stored data on a drive or disk at least three (3) times or physically destroying the hard drive.” Prior to this action, agencies were required to wipe drive at least ten (10) times and destruction of the hard drive was not a permissible.

As a result of these recent changes to law, CMS is discontinuing the process of accepting and wiping drives at the Illinois State Armory, Springfield. Effective the date of this memoranda, all electronic data processing equipment (computers, monitors, fax machines, copiers, etc.) deemed surplus to agency needs shall be disposed of in accordance with the instructions and processes defined in attachment: “CMS State Surplus Electronics Receiving and Processing Procedures.”

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CMS has established two contracts with State Use Vendors responsible for providing the wiping and/or destruction of hard drives and other data storage devices: Secure Recycling Services, Dixon IL, and Secure Processors, Flora, IL. Both vendors currently meet or exceed the certification requirements for responsible recycling. Vendors will provide recycling and transportation services FREE to State of Illinois. Copies of the recycling contracts and POC are provided in attachments.

CMS Property Control/State Surplus Property will assist agencies with coordinating the successful removal of assets from current inventory and will assist with scheduling for destination to qualified recyclers. Please refer to the attachments identified below for specific instructions.

This policy and process shall remain in effect until further notice. If you have questions or need additional information, please contact Mr. Philip Miner, CMS Property Control at 217.524.7250.

Attachments:
Vendor Contract: Secure Processors
Vendor Contract: Kreider Services
CMS Electronics Receiving & Processing Procedures

cc: Steve McCurdy, CMS Assistant Director
    Ken Sharkey, Deputy Director
    Curtis Howard, Administrator, Property Control
    Philip Miner, Property Control Officer