

Computer equipment disposal

Disposing of Computing Resources at Rice University

Proper disposal of electronic data is becoming increasingly important. All devices (computers, hard drives, flash drives, printers, etc) capable of storing information must be purged of all information (user data, software licensed to the University, etc) before the transfer of ownership. This includes devices both being transferred from one department to another and those leaving the campus through the Rice Classifieds or recycling.

Rice University uses several procedures to clean information from computers' hard drives.

To have a computer cleaned of information:

- Contact your Divisional Support Representative for assistance.
- Remove all devices capable of storing information and bring them to the Mudd Operations center. IT will clean the drives.
- The Mudd Operations center will also take other data-capable pieces of hardware (such as backup tapes) and help make arrangements to properly destroy them.

Once the computer is cleaned, it can be transferred or put on Rice Classifieds.

If you have any questions about the policy or the related procedures, please contact Information Security Officer Marc Scarborough at marcs@rice.edu or 713-348-5735.