

DISPOSING OF SOFTWARE PROCEDURE

Related Board of Trustees Policy: N/A

Approval: August 2012

Revision:

NC Statewide Technology Standard(s): 40301

Purpose: To protect information by using secure software disposal techniques.

Software removal and disposal may be initiated only after a formal decision to stop using the software has been made by management. For software used by a specific department only, the department head will make the final decision. For software used campus-wide such as an office application or the pc operating system, the Director of Technology Services will make the final decision.

Before disposal of software, the College shall protect information developed using the software by:

- Depending on the situation, the orderly termination procedures will be used to avoid disruption of business operations.
- Data will be migrated or archived to another system in accordance with applicable records management regulations and policies for potential future access.
- If a computer is being disposed of the hard drive will be removed, degaussed, and discarded. Any CD's/DVD's will be shredded and disposed.

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