

SANITIZING OF USED ELECTRONIC EQUIPMENT / COMPUTERS

PRIOR TO RECYCLING

The procedure for sanitizing data on ELECTRONIC EQUIPMENT /COMPUTERS being sent to the Recycling Center is:

- Departments sending electronic equipment for recycling must follow Syracuse University Policy for removing University data from electronic equipment (including computers, cellular phones, data storage devices). Please refer to: “ http://supolicies.syr.edu/it/data_removal.htm” for more information.
- It is the responsibility of the department sending the electronic equipment / computer(s) to assure these procedures are completed. Excess Property does not monitor equipment for compliance or provide any data sanitation services.

It is important to note that **PRIOR** to sending electronic equipment and/or computers to be Recycled, all data **MUST** be removed from the data storage devices per standards set by Syracuse University's Information Technology Department.

“All Syracuse University data must be permanently removed from all computing and communication equipment prior to transfer, disposition, or sale of said equipment to keep certain data such as application data, licensed software, licensing keys, passwords, email, and other sensitive information confidential.”
