



ARIZONA DEPARTMENT OF ADMINISTRATION
MEMORANDUM

**To: Inventory Control Managers,
State Agencies, Boards and Commissions**

**From: Steve Perica, Administrator
ADOA Surplus Property Management Office**

Date: 5 – 18 - 2010

Subject: Updated Disposal of Information Technology Assets Directive - 5-2010

In 2004, the ADOA Surplus Property Management Office established a Directive regarding Data Destruction for any Information Technology Asset disposed of to or through the ADOA Surplus Property Management Office.

The Directive stipulated an agency shall certify the information storage media contained within the Asset has been sanitized or scrubbed in accordance with the Directive.

Attached, please find an updated Directive which includes additional guidance for Data Destruction for: Servers; SAN's; Printers; Multifunction Devices; Digital Fax Machines and other Devices with Hard Drives or Removable Storage Media.

Please refer to this updated guidance for any future disposal activities. A copy of the Directive is also available on the Internet and can found at: WWW.AZSurplus.gov The guidance has been incorporated into the Surplus Property Reference Manual under section 8.0 of the Manual.

This Directive is not meant to supersede any guidance issued by the Government Information Technology Agency (GITA), specifically the P800-S880 Rev 2.0 Security Standard as GITA sets the information technology security standards for all State Agencies.

Thank you for your assistance and compliance with this Directive. If you have any questions, please feel free to contact me at (602) 542 – 5701.

Attachment

Cc: William G. Hernandez, Assistant Director, ADOA
Patrick Quain Assistant Director, ADOA
Jim Ryan, GITA