

# Disposal of Electronic Storage Devices Policy

Last reviewed: July 2022  
Next review: July 2023

Operations and Service Delivery Division, Ministry of SaskBuilds and Procurement

*The form below is for the communication of the policy regarding the disposal of electronic storage devices.*

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## Purpose

To establish requirements for proper disposal, transfer, and/or decommissioning of electronic storage devices and equipment containing government data.

The Ministry of SaskBuilds and Procurement (SBP) is providing guidance to ensure that the government is aligned with Records Management Legislation, Information Security policy, and Privacy Legislation when disposing of electronic storage devices. Clients are responsible for ensuring devices are disposed of properly with proper approvals.

The disposal procedures will depend on the type of storage device and disposal method to protect information assets in government care.

## Scope

This policy applies to all electronic storage devices being transferred within the Government of Saskatchewan, external to the Government of Saskatchewan, or being disposed of by any other means. The policy applies to all Government of Saskatchewan employees and contractors utilizing electronic devices storing Government of Saskatchewan data. SaskBuilds and Procurement are responsible for the secure physical disposal of electronic storage and devices. SaskBuilds and Procurement does not ensure that the disposal of the actual electronic records has met the retention policies pursuant to The Archives Public Records Management Act and Regulations.

## Authority

[The Purchasing Act, 2004](#)

[Archives Public Records Management Act \(APRMA\), 2015](#)

[Saskatchewan Records Management Policy](#)

[Freedom of Information and Protection of Privacy Act \(FOIPP\)](#)

[The Health Information Protection Act \(HIPA\)](#)

## Process for Asset Disposal

1. Identify the item as ready to dispose of;
2. Approval to dispose of;
3. Sanitize or wipe the storage device;
4. Transfer to disposals in CVA or IT Division Purchasing and Asset Management Branch; and
5. Disposals branch follows their process to sell, donate, recycle or otherwise dispose of the item.

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## Policy

### Identification of Item to Dispose

The client must ensure there is no further use within their ministry for the asset(s). The user must identify the item as no longer needed, exceeded useful life, or no longer works as intended.

### Approval to Dispose

All disposal requests must be approved by an appropriate ministry official with disposal authority, typically an out-of-scope director or delegated manager.

The Disposal Program requires notification of any delegated authority given or if delegations have changed before approvals can be accepted.

The client must ensure that approval for deletion of information/data has been approved by the Privacy Branch and Provincial Archives of Saskatchewan.

### Sanitize/Wipe the Storage/Device

Ministries are responsible for the appropriate storage, handling and disposal of all electronic storage devices in their care. Individual ministries and agencies are responsible for maintaining all required records relating to the disposal and destruction of electronic storage devices.

The Electronic Storage Device must be sanitized/wiped securely by a qualified, authorized Service Provider or qualified employees of the Government of Saskatchewan, and a certificate of sanitization must be attached to the asset to be disposed of. After secure disposal, the client obtains a certificate of secure disposal from the Service Provider and sends a copy of the certificate to the SBP's Information Technology Division (ITD) Security Branch.

In the circumstance where the asset may be damaged and unable to be wiped, the device should be destroyed, and a certificate of destruction must be on file with the approval to dispose of the asset. A qualified and authorized Service Provider must perform secured destruction of assets. After secure destruction, Service Provider must send the certificate to the client disposing of authority. The client sends a copy of the certificate to the ITD Security Branch.

Exemptions, where storage devices may be chosen to be destroyed versus wiped, can be made for clients who have determined the asset to have high-risk information, and information security may be jeopardized.

### Transfer to Central Vehicle Agency Disposal Program or IT Division Purchasing and Asset Management Branch

#### Transfer to Central Vehicle Agency Disposal Program

Pursuant to section 5(1) of the Purchasing Act, supplies that are declared by a public agency to be surplus to the needs of the public agency are to be placed by it under the control of the Director of Purchasing. The director shall dispose of those supplies in accordance with the regulations and any manner that the director considers appropriate and cost effective.

#### Transfer to IT Division (ITD) Hardware Asset Management Branch

Where an asset has an ITD asset tag, the asset must be returned to the Hardware Asset Management Branch for disposal. The Hardware Asset Management Branch will ensure that the electronic storage device is sanitized and ready for final disposal. A certificate of sanitization must be attached to the asset to be disposed of.

### Disposal Program Disposes of Item

The disposal program follows the process of either selling, donating, recycling or otherwise disposing of the item.

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## Accountability

It is the responsibility of the Disposal Program within the Central Vehicle Agency of the Ministry of SaskBuilds and Procurement to maintain this policy.

## Definitions

### **Central Vehicle Agency (CVA):**

This branch of the Ministry of SaskBuilds and Procurement provides a full range of vehicle rental, leasing and fleet management services to government and other public sector organizations. This branch is also responsible for the disposal program, which is responsible for disposing of government assets.

**Client:** Any approved Ministry, Agency, MASH Sector entity (Municipality, School Board, Health Region and Publicly Funded Post-Secondary Institution), Non-Government Organizations or Community-Based Organization.

### **Director of Purchasing (per the Purchasing Act)**

3(1) The minister shall appoint an officer or employee of any ministry or Crown corporation as an official to be called the Director of Purchasing.

(2) The director is responsible for the administration of this Act and the orders and regulations made pursuant to it.

(3) In the exercise of the director's powers and the performance of the director's duties pursuant to this Act, the director is responsible to the minister.

2004, c.P-49.1, s.3; 2014, c.E-13.1, s.57.

### **Executive Government**

In the Executive Government Administration Act, "executive government" means "the executive government of Saskatchewan." Pursuant to The Executive Government Administration Act, the Lieutenant Governor in Council may, by regulation, on the recommendation of the President of the Executive Council, determine the organization of the executive government.

### **Financial Administration Manual (FAM):**

Communicates to ministries and public agencies the Treasury Board's policies and the Provincial Comptroller's directives for the control, management and accounting of government financial resources.

### **ITD Hardware Asset Management:**

The hardware asset and procurement team provides enterprise-class hardware procurement and asset tracking to all Provincial Government ministries. From the time clients submit their request to the day when it arrives desktop and then until it is retired, ITD Hardware Asset Management manages and tracks its lifecycle.

**Ministry:** refers to an Executive Government Ministry including managers and employees of the Ministry.

### **Permanent Head:**

- In the Public Service Act, 1998 "permanent head means "a deputy minister or other official in charge of a ministry who is directly responsible to a member of the Executive Council."
- In The Crown Employment Contracts Act, "permanent head" means "(i) a permanent head as defined in The Public Service Act, 1998; or (ii) in the case of a Crown employer that is a Crown corporation or body corporate, the chief executive officer of the Crown employer."

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**Privacy Branch:** refers to the Access and Privacy team within the Ministry of SaskBuilds and Procurement.

**Security Branch:** refers to the Cyber Security and Risk Management Branch within the Ministry of SaskBuilds and Procurement.

## Methods of Secure Destruction

To securely destroy personal information, a qualified, authorized Service Provider or qualified employees of the Government of Saskatchewan must perform operations on the device where the digital information is stored. There are two ways to destroy digital information securely:

- physically destroy the storage device
- overwrite the information stored on the device

The best method to securely destroy personal information will vary depending on the type of device. Note that some devices, such as printers, fax machines, and smartphones, may contain multiple types of storage, with each type requiring a different information destruction method.

## Types of Devices

Electronic drive storage includes, but is not limited to, new or sealed or unused:

- Internal and external hard drives;
- Magnetic tapes;
- Memory cards;
- USB flash drive or memory sticks;
- Blue-Ray disks;
- Compact disks (CD);
- Floppy disks;
- Digital video discs (DVD);
- Photo film;
- Videotapes (VCR, DV, etc.);
- Audio tapes (cassette or reel to reel);
- Microcomputer tapes;
- Microfiche;
- Microfilm; and/or
- Any other recordable electronic storage.

Equipment/devices with non-removable storage included, but not limited to, under this policy are:

- Mobile devices such as smartphones and tablets;
- Point-of-sale credit card terminals;
- Portable digital assistants (PDAs);
- Vehicles; and/or
- Any other equipment/devices with permanent non-removable storage capability.