

# Confidential and Sensitive Data

TO: Persons with the Responsibility of Disposing of Surplus Property

FROM: Randy B. Lee, State Surplus Property Officer  
Division of Surplus Property

DATE: 6/5/2008

RE: Confidential and Sensitive Data

This is a reminder to your agency that you should be mindful of sensitive data left on computers, faxes, scanners, printers and copiers. Many of these items have memory that can store sensitive data and/or account information. Electronic files, application software and systems should be removed per the owning agency's policy and/or the standards established by the Office of Information Technologies.

Items such as, but not limited to, filing cabinets, safes, drawers and vehicles that your agency declares as surplus property should be checked and cleared of files, credit cards, blank checks, etc. prior to final disposition.

Please check all items for sensitive data prior to sending them to the SSPA or disposing of them by other approved methods. It is your agency's responsibility to maintain confidential or sensitive data and prevent it from being viewed by persons not authorized to view such data.

Keys and/or combinations should be supplied with any lockable filing cabinet, safe or drawer delivered to the SSPA. Should you have drawers on desk or filing cabinets that are locked and no key and/or combination is available, please have them opened and rendered incapable of being locked prior to offering them for sale or disposal.

Thank you for your immediate and continued attention to this very important matter.