



MEMORANDUM

TO: **Information Technology Managers/Chief Information Officers; and Property Control Personnel** of all Executive Branch Entities, including Agencies, Boards, Commissions, State Colleges and Universities and their Governing Boards, and all Departments established by the Civil Administrative Code

FROM: Simone McNeil, Acting Director 

DATE: 4-November-2013

SUBJECT: Electronics Recycling/Data Wipe Policy

This Memoranda and attached policies replace the CMS Electronics Recycling policy effective December 9, 2011.

CMS State Use Program has executed new contracts for electronics recycling with Secure Recycling Services (Dixon, IL) and Secure Processors (Flora, IL) effective through August 1, 2014. During the past three years, these certified (R2, ISO) vendors have responsibly disposed of more than 237,000 electronics saving the State \$8.6 million dollars in disposal and transportation fees.

The Data Security on State Computers Act (Public Act 93-0306, hereinafter, "the Act") was signed into law in July 2003. It was enacted due to concerns that the State was selling, donating or transferring its computers without first ensuring that sensitive data was wiped from the hard drives. This Act requires state entities to certify in writing that the overwriting process has been completed.

In 2009, the Act was amended to provide that the General Assembly and Universities shall have and maintain responsibility for implementation and administration of the requirements of this Act.

In 2011, P.A. 97-0390 was adopted and further amended the original Act requiring agencies shall "... *implement a policy to mandate that all hard drives of surplus electronics data processing equipment be erased, wiped, sanitized, or destroyed in a manner that prevents retrieval of sensitive data and software before being sold, donated or transferred by (i) overwriting the previously stored data on a drive or disk at least three (3) times or physically destroying the hard drive.*" Prior to this action, agencies were required to wipe drive at least ten (10) times and destruction of the hard drive was not a permissible.

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CMS Property Control/State Surplus Property remains available to assist agencies with coordinating the successful removal of electronic assets from current inventory and destination to qualified recyclers. Please refer to the attachments identified below for specific instructions.

Please note that it is important that state entities define their internal processes and policies to ensure compliance with state law and removal of data on state computers and other storage devices.

This policy and process shall remain in effect until further notice. If you have questions or need additional information, please contact Mr. Mike Likar, CMS Property Control at 217.524.7380.

Attachments:

1. Vendor Contract: Secure Processors (central/southern region)
2. Vendor Contract: Kreider Services (central/northern region)
3. CMS Electronics Receiving & Processing Procedures

cc: Will Walker, Deputy Director, Agency Services
Curtis Howard, Administrator, Property Control
Mike Likar, ISA, Property Control

CMS State Surplus Electronics Receiving and Processing Procedure

Until further notice, most excess/surplus electronics (**except cell phones**) will be sent from your agency, directly to CMS authorized electronics recycling vendors identified below. In certain instances, electronic items (with CMS approval) may be received at the State Surplus warehouse, 1924 S. 10 ½ Street, Springfield, and 9511 West Harrison St, DesPlaines, IL. **Receiving will be by appointment only.**

Four Step Procedure to Surplus Electronics

1. Decide what to send to surplus

We ask that you separate electronics from other surplus.

Electronics are defined as:

1. PCs and other devices containing data storage.
 - a. Copiers
 - b. Tablets and PDA Devices
 - c. Network servers and desktop computers of all types
 - d. Data storage tapes and devices
 - e. Cell Phones (**ALL cell phones, PDAs, iPads, iPhones, etc., must be delivered to Springfield warehouse for disposal unless returned to issuing vendor.**)
2. Monitors
3. Network based printers
4. Switching devices
5. Misc scrap including wires, electronics cabinets, etc

2. Enter your items online

All items must be recorded in the State Surplus online surplus inventory system (Assetworks) prior to scheduling a surplus delivery.

To create an online transfer request browse to:

<http://www.cms.illinois.gov/inventory>

For online system training, please contact Kent Guthrie.

HELP us Identify Good Equipment!

By Administrative Rule, CMS provides electronics to other state agencies (priority) as well as local governments, schools, and other non-profit groups. CMS relies on you to accurately describe your items. Please try to be as descriptive as possible.

Example:

Description: **Tower PC** (this does not help)

Description: **PC HP DC5800** (this helps a great deal)

3. Contact CMS

You must contact CMS for an appointment for delivery to the state's recycling vendors or the state warehouse--but only after you have completed the online Transfer Request.

4. Deliver to CMS or authorized recycling vendor

Most deliveries will be sent directly to one of the electronics scrap vendors. In some cases, CMS may ask you to deliver to the state warehouse. Deliveries are not considered or coded "received" until the recycler verifies the contents of the delivery against the listing on the Transfer Order form. After this verification, the transfer forms will be signed and faxed or emailed to the property officer.

Contact Information

Online Surplus System Help

Kent Guthrie
kent.guthrie@illinois.gov
217-557-8620

Appointment scheduling

Springfield

Primary: Kent Guthrie
kent.guthrie@illinois.gov
217-557-8620

Backup: Tom Whitehead
thomas.whitehead@illinois.gov
217-557-8620

Chicago

Pete Stachiw
pete.stachiw@illinois.gov
847-294-4188

Authorized Electronics Recycling Vendors

Northern Illinois

Secure Recycling Services
Dixon, IL
815-288-1602
securerecycling@kreiderservices.org

Southern Illinois

Secure Processors
Flora, IL
618-662-4823
Chris Dickey
cdickey@clayrhab.com

CMS State Surplus Electronics Receiving and Processing Procedure

Data Storage Devices - Data Wiping Data Destruction Procedures

Please note: With exception of state universities, all state entities are required to comply with Illinois Public Act 93-0306 and Public Act 97-0390. These "Acts" compel state agencies to create their own data wiping policies in accordance with the acts. P.A. 97-0390 provides that agencies shall perform data wiping with a minimum of three (3) passes and certify the process.

Data wiping must be done **before** a PC or other data collection devices are transferred, donated, or otherwise **leaves custody of the original agency**.

After your electronics items are delivered to Surplus, they will be processed as follows:

1. PCs that meet the minimum specification as defined by CMS BCCS may be data wiped again. If this wipe is successful and the PC is deemed functional, it may have reuse potential by other State of Illinois agencies. Ultimately, PCs that are not reused by agencies are sold to local municipalities or at public auction.
2. Older technology PCs, broken PCs, and PCs that do not successfully perform the data wipe are recycled as scrap.
3. CMS' authorized electronics recycling vendors will data wipe or de-manufacture and destroy the data storage devices that they receive. The vendors may, **upon request**, provide documentation of this data wiping or destruction as outlined in their contracts and Public Act 93-0306, Public Act 97-0390, and Public Act 96-0045. **If you desire documentation of destruction, you must arrange for this in advance with the recycling vendor.**

Broken or older processors, copiers, external drives, etc., should be sent to recycler for destruction. All data collection devices will be destroyed or wiped (3x) in accordance with P.A. 93-0306.

CMS Property Control will ensure vendors' compliance with all Public Acts, Federal and State environmental disposal processes. Reusable items will be wiped for reuse and obsolete items will be destroyed.

Useful Links:

CMS Online Surplus Inventory system (report available surplus here)
<http://www.cms.illinois.gov/inventory>

CMS State and Federal Surplus Warehouse (program information)
<http://www2.illinois.gov/cms/business/surplus>

Public Act 93-0306 (Data on State Computer Act)
<http://www.ilga.gov/legislation/publicacts/93/093-0306.htm>

Public Act 97-0390 (Amendment to Public Act 93-0306 to allow for 3 pass wipe and physical destruction)
<http://www.ilga.gov/legislation/publicacts/fulltext.asp?Name=097-0390>

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