

Information Disposal Requirements

Revised: 10/23/07

Type of information...	Disposal recommendation...
Printed materials containing personally-identifiable information; (first and last name, or first initial last name, along with any one or more of the following: social security number, MA Driver License number, MA State ID number, financial account numbers, PIN numbers	<p style="text-align: center;">Shred or drop in locked shred bin</p> <p>Locked shred bins and document shredding service is available for a fee from preferred vendors CINTAS and SHRED PRO. For more information, see the Purchasing Website, at: http://www.purchasing.neu.edu</p> <p style="text-align: center;">NOTICE Effective February 3, 2008, Massachusetts law imposes penalties for failure to properly dispose of personal information.</p>
FERPA-protected student records, Protected Health Information (PHI), physical access control records	
System specifications, System Architectural Diagrams, Network Diagrams, IP address records, Security process descriptions, Risk mitigation solutions, Security/protective control descriptions, Program listings, Obsolete software licenses, Obsolete proprietary information	
Financial records, account records, non-public personal financial information	
Items marked CONFIDENTIAL, COMPANY CONFIDENTIAL, NU CONFIDENTIAL, PROPRIETARY, NON-DISCLOSURE, TRADE SECRET, etc.	
Your personal, private, confidential information, or obsolete intellectual content	
Obsolete performance and compensation records, payroll records, benefit information	
Unreadable paper, miscellaneous papers/notes containing non-sensitive information	Trash can or recycle bin
Computer system units, hard disk drives, monitors, storage media/devices of any description (floppy, tape, CD, etc.)	<p>All storage media to be reallocated or donated must first be erased. Media to be discarded must be destroyed or erased.</p> <p>Refer to Asset Disposition Procedures http://www.facilities.neu.edu/adf1.pdf</p>

IMPORTANT NOTICE

Improper disposal of information can create serious legal, financial and reputational risk. If there are any questions about information disposal, please contact your manager or itsecurity@neu.edu.