



Disposal of IT Related Assets

Version	Approval Date	Owner
1.0	December 17, 2019	Chief Information Security Officer

1. Purpose of Procedure

The purpose of this procedure is to ensure that the HealthShare Exchange (HSX) properly disposes IT related assets at end of lifecycle.

2. Procedure Scope

The scope of this procedure covers the disposal of HSX laptops.

3. Procedure

1. Secure laptop from employee after employee logs out of iCloud and removes any personal data from device
2. Logon using administrator account
3. Ensure employee has logged out of iCloud
4. Backup any employee work files to OneDrive
5. Remove all users except administrator
6. Reboot laptop into recovery mode
7. Erase hard drive
8. Power laptop down
9. Remove hard drive
10. Physically destroy and dispose of hard drive
11. Take remaining components to Apple for further destruction and recycling
12. Receive certificate of destruction from Apple indicating serial number
13. Update HSX hardware inventory to indicate destruction and date.

14. References

Regulatory References:

- HITRUST References: 0702.07a1 CSF Control



HealthShare Exchange

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Approved By:	Brian Wells	Version #	1.0
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Related Documents:	Glossary		