



ARIZONA DEPARTMENT OF ADMINISTRATION  
STATE PROCUREMENT OFFICE

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## TECHNICAL BULLETIN No. 009

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TITLE **Copier/Multi-Functional Device Security**  
REVISION **Revision 1**  
DATE **October 1, 2011**

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### I. Authority

#### A. Applicable Statute

A.R.S. § 41-2561 Definitions

A.R.S. § 41-2562 Duties of the Director

#### B. Applicable Administrative Code

A.A.C. R2-7-401 Preparation of Specifications

### II. Definitions

A. Encryption Hard Drive. A hard drive that encrypts the stored images within the Copier/Multifunctional Device to secure all of the image information.

B. Data Overwrite Software. Software that is installed at either the time of purchase or later, that enables the equipment to be "scrubbed" of any and all of its stored images.

### III. Policy

A. Equipment Device Security: This policy is applicable to all State Governmental units, as defined in the Arizona Procurement Code (APC). Effective immediately, all new equipment purchases, new equipment rentals, or new equipment lease agreements, regardless of the procurement method utilized to obtain the equipment, shall include at a minimum, the following security devices:

1. Encryption Hard Drive; AES 28-128 bit encryption
2. Data Overwrite Software

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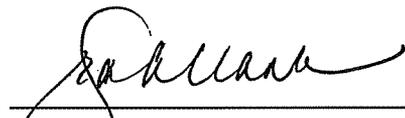
Each State Government unit shall ensure all currently existing and future equipment purchases, rentals and leases adhere to this standard, or exceed this standard if additional security requirements are necessary based upon the business operations.

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- B. Individual Components: Any single part or piece of equipment that does not have the ability to retain data shall be exempt from this policy (e.g.; a fuser roll as data is not stored or saved on the roll). Any individually purchased replacement hard drives are required to comply and have the appropriate security devices.
- C. Current Rental or Lease Agreements: Governmental units shall examine and review all existing equipment under any current rental or lease agreement. Should the existing equipment not meet the above standard, the contractor shall be notified to coordinate an approach to achieve compliance with this policy, renegotiate the agreements to include installation of the security devices to the equipment, or agreement that the State governmental unit shall retain the hard drive at the end of the agreement term.
- D. Disposal of Data: Each State Governmental unit shall coordinate with ADOA Surplus Property for the proper and secure disposal of data. Agencies shall also comply with the Statewide Standard for Media Sanitizing and Disposal at: [http://www.azgita.gov/policies\\_standards/pdf/P800-S880%20Media%20San+Disp.pdf](http://www.azgita.gov/policies_standards/pdf/P800-S880%20Media%20San+Disp.pdf)

#### IV. Effective

This Technical Bulletin is hereby authorized and effective this 1<sup>st</sup> day of October, 2011, unless otherwise revised or repealed.



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Jean A. Clark, FNIGP, CPPO, CPPB, C.P.M.  
State Procurement Administrator