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October 1, 2012

GENERAL SERVICES AGENCY CIRCULAR NO.: 2013 - 001

TO: All Department and Agency Heads

FROM: Acting Chief Procurement Officer
Director, Department of Administration
Chief Information Officer, Bureau of Information Technology

SUBJECT: Review - Relative to Memory Storage Devices on Machines Used by Government of Guam Departments and Agencies

Hafa Adai! Pursuant to Public Law 21-233, *adding* a new Chapter 14 to Division 1 of Title 5, Guam Code Annotated, relative to memory storage devices on machines used by government of Guam departments and agencies; please note the following under the newly added "Chapter 14 Electronic Data Protection Act of 2012":

"§ 14101. Definitions. As used in this Chapter:

- (a) *Sanitization* is the general process of removing data from storage media, such that there is reasonable assurance that the data may not be easily retrieved or reconstructed.
- (b) *Storage media* refers to electronic media including, but *not* limited to, hard drives, random access memory (RAM), read-only memory (ROM), disks, memory devices, phones, mobile computing devices and networking equipment."

"§ 14102. Review.

The Director of the Department of Administration (DOA), the Chief Procurement Officer of the General Services Agency (GSA), and the Chief Information Officer of the Bureau of Information Technology (BIT), or their designees, *shall* be jointly responsible for conducting a review of all current computers, digital copier machines or digital copier machine services utilized by the government of Guam. Additionally, they *shall* be responsible for ensuring that sanitization occur on all storage media before said machines are either replaced or refurbished and resold to non-governmental entities, or discarded. The head of the respective government of Guam entity *shall* work in concert with DOA, GSA and BIT when the review is being conducted at his entity."

COMMITTED TO EXCELLENCE

General Services Agency Circular No.: 2013 - 001

Dated 10/12/012

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Therefore, in order to prepare for the assessment of the memory storage devices, each line department and autonomous agency under the procurement purview of the Chief Procurement Officer is requested to provide the name of your respective department/agency's contact person and a complete list of the types of equipments [i.e.: computers, digital copier machines, or digital copier machine services] with storage media [i.e.: electronic media including but not limited to, hard drives, random access memory (RAM), read-only memory (ROM), disks, memory devices, phones, mobile computing devices and networking equipment] as required by the statute to GSA no later than close of business, Friday, October 5, 2012. Each department/agency will be contacted as to when to expect the referenced review of all its current computers, digital copier machines or digital copier machine services.

Thank you for your attention and cooperation in this matter.

Si Yu'os Ma'ase'


ROBERT H. KONO