

Drive Destruction/Disposal Procedure

Background:

When Lander University computer systems are scheduled to be replaced or upgraded, Information Technology Services (ITS) works in cooperation with Procurement Services to insure that university data is removed from the drive or drives installed in the computer.

Procedure:

When a computer is replaced or upgraded as scheduled by ITS, a university department, or at the request of an individual user, ITS will insure that files maintained in the appropriate systems folders are backed up for restoration to the new system.

Only full-time ITS personnel will handle data that is backed-up, recovered, or restored on faculty and staff issued systems.

Once verification has been received that all necessary data is available on new or replacement systems or that all data on the drive may be erased, all data from the original system or hard drive will be erased using industry-standard procedures as described below to ensure that no data is left recoverable.

Hard drives from systems of personnel defined as senior officers of the organization by inclusion on Lander University's President's Council will be erased and physically destroyed as described below. Hard drives from other systems may be reused after data is erased.

When computers are sent to surplus the hard drive is removed and drilled with 2 quarter inch holes piercing the platter. This warps the platter, puts two holes in it, and makes it unreadable. The drive is then disposed of with other metals.

When tapes are at end of life, ITS degausses the tape for sixty seconds (30 on each side of the cartridge). A hole is drilled in the case and spindle, making the cartridge non-functional, before it is discarded. Old floppy drives are degausses or physically destroyed.

Once drives are repaired and systems are ready for removal to surplus by Procurement Services, ITS places Tamper-Evident Labels on the system(s) and notifies Procurement Services that equipment is ready for transfer to surplus. After the drive is removed, prepared equipment may be stored in a designated area within the ITS Department until it is removed by Procurement Services personnel.