

## Procedure for Sanitization of Data from Computer Storage Media

### *Servers and Workstations*

All obsolete workstations and servers will be brought to desktop support staff prior to being submitted for disposal as surplus. Hard drives will be wiped utilizing Active Kill Disk to ensure that sensitive data is completely unrecoverable. Kill Disk utilizes a deletion process in which all spaces on the hard drive are overwritten with random characters. Three passes are made on the hard drive's spaces to ensure that the data is completely destroyed. Hard drives that have been identified as having held financial data will be first wiped with Kill Disk and then removed from the computer before disposal of the system. These hard drives will be destroyed.

### *Tape media*

Retired tape media will be collected by desktop support staff and will be destroyed by incineration.

### *Optical media*

Optical media, such as floppy disks and CD-ROM disks, will be collected by desktop support staff for destruction. Flash drives will be collected by desktop support staff and will be submitted to data sanitization utilizing Kill Disk.