

Overview

This policy is concerning the deletion of data on physical hard drives.

I. Drives on Workstations, Laptops, Macs, etc.

All drives on workstations, laptops, macs, iPads, etc. must be wiped in accordance with D.O.D. standards, or with a hardware sanitizer device before removing the hardware from inventory and being turned over to Plant Operations for destruction and disposal. If unable to wipe a drive (as in the case of an iPad, iMac, etc.), the device should be set back to defaults, or wiped using available tools. UACCB utilizes a drive wiper that conforms to these standards.

II. Drives on Servers or Server Attached Storage

All drives on servers, SAN, NAS, or server attached storage must be wiped in a manner listed under “Drives on workstations, laptops, macs, etc.” or with a well-known disk wiping software before turning the server or server storage over to be removed from inventory and turned over to Plant Operations for destruction and disposal. If drives cannot be wiped, then they must be manually destroyed.

III. Clarifying Points

Continuous improvement. The content of this document subject to regular review based on input from UACCB Information Services staff and the campus community. Suggestions for improvement should be directed to the Director of Information Services.

Adopted: March, 15, 2023