Disposal of Los Medanos College Computers

Audience:

All members of the Los Medanos Campus Community who utilize campus-owned computers.

Definition:

Information Technology and Services (IT&S) is responsible for the proper disposal of Los Medanos College (LMC) computers and related assets. This service has been designed to help LMC meet the Environmental Protection Agency (EPA) regulations for proper equipment disposal.

Disposal of equipment with inventory tags (or cost exceeding $1,000) must be reported to the Business Services office with completed form.

Policy Statement:

It is the responsibility of the department or individual in possession of LMC owned computer(s) to ensure that data has been properly removed from the hard drives of computers before removal or redeployment by one of the following two methods:

For **computers that are slated to be removed** from LMC ownership, please submit a service request for IT&S to handle the proper removal of data and recycling of hardware.

For **computer redeployment** within LMC or for disposal not by the LMC IT department, the steps given in the Procedure section below must be followed for the proper removal of data. For departments and individuals who require assistance with these procedures, LMC IT&S is available to assist.

**Procedure**

**Deleting files from the computer does not remove the data**. Data that has been "deleted" without utilizing the methods listed below can simply be "undeleted."

All desktop computers **must** have their hard disk drives sanitized (data overwritten) with software that completes a three-pass binary wipe. A three-pass binary wipe writes zeros, ones and then pseudo-random over existing data. This procedure should be completed prior to removing the equipment from the existing environment.

LMC IT&S utilizes DBAN (open source software/freeware) for drive wiping and disposal.

**Software**

Generally, Microsoft licenses its original Windows operating system to the processor and motherboard of the desktop computer. So, while it is required that all data be erased using the method above (including the operating system) it is appropriate to pass on the original Microsoft Operating System installer disk with the computer when it is repurposed in another department.

However, any software purchased from the LMC IT's site licensed program (examples include: Microsoft Office, Adobe Photoshop, etc.) must be retained by the College and can be redeployed by the College. Note: This includes operating system upgrades.

Original Issue Date:

July 2005

Revision Dates:

February 2006

Additional Information:

It should be noted that U.S. Department of Defense (DOD) standard for sanitizing hard drives is significantly more stringent and primarily involves the destruction or significant magnetization of the hard drive.

For additional information, please see:

The DOD's standard for sanitizing hard drives is detailed in the [National Industrial Security Program Operating Manual](http://nsi.org/Library/Govt/Nispom.html), also called DOD 5220.22-M.

[The National Electronics Product Stewardship Initiative (NEPSI](http://eerc.ra.utk.edu/clean/nepsi/)) is a multi-stakeholder initiative; it involves representatives from electronics manufacturers, government agencies and environmental groups.

Support Contact:

**LMC IT&S**

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