**Confidential & Sensitive Data**

**TO:** Persons Responsible for Surplus Property Disposal

**FROM:** Robert Riddle, State Surplus Property Officer

**YOU are responsible** for the removal of sensitive data from any item sent to the State Surplus Property Agency. Per ITS Statewide Security Manual Standards 050701 and 030903, NC Administrative Code 01 NCAC 43A.0201, and General Statutes 143-64.01 and 143-64.04, the owning agency shall clear all data from surplus items prior to disposal.

***“What needs to be secured?”***

Filing Cabinets, Safes, Desk Drawers, Vehicle Glove Boxes & Trunks … and any other closed space. Keys and/or combinations must be supplied for any of these locked items or it will be returned. If keys are not available, items must be opened and rendered incapable of being locked prior to disposition.

Computers, Faxes, Scanners, Printers, Copiers & Cell Phones … and any other digital storage device. It is preferred that agencies leave RAM and Hard Drives intact, and use a “wipe-out” utility to erase software and clean hard drives. Physically damaging systems to ensure “digital security” renders electronics worthless and should only be a last resort. Laptops should be disposed with the power supply, case, and accessories together.

This signed form or your divisions “digital security sticker” must be attached to all digital storage devices sent to the State Surplus Property Agency.

**Confidential and/or Sensitive Data has been removed from this item**

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**(Signature) (Print Name) (Date)**

**Agency/Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**