**Confidential & Sensitive Data**

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

**Effective 06/01/2018,** State Surplus Property has purchased the equipment which gives us the ability to Degauss and Destroy Hard Drives, which in effect, renders them useless.

**Agencies no longer have to spend time, attempting to Wipe and Drill Hard Drives.**

**Agencies no longer have to take on the responsibility,** 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 all other digital storage devices, No longer have to be wiped, prior to sending these items to State Surplus. It is preferred that agencies leave RAM and Hard Drives intact, and if you choose to, you may 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:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**