

Disk Sanitizing Regulation for Workstations & Hard Drive Equipped Printers

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Authority: Vice Chancellor for Administration and Finance

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Related Policies: N/A

Additional Resources: [North Carolina Records Retention Policy](#)

[US Department of Defense \(DoD\) 5220.22-M National Industrial Security Program Operating Manual \(NISPOM\)](#)

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1. Introduction

1.1 Purpose of Regulation

To maintain data confidentiality by preventing access to information previously stored on workstations, transferred to new users or destined for surplus.

1.2 Person(s) with Primary Responsibility

Managers of Desktop Support Staff

2. Regulation

When a state-owned workstation or hard-drive equipped printer is sent from ECU to surplus, the hard drive(s) shall be removed before the computer/printer leaves the ECU campus. Removed hard drives will be destroyed.

If a workstation is transferred from one primary user to another, its hard drive(s) shall be sanitized (i.e. reimaged) at the time of transfer.

Users should ensure that data covered by the North Carolina Records Retention Policy is copied from computers and appropriately stored before their disks are sanitized.