

Procedures for Removing (Wiping) Data from a Storage Device Prior to Re-Issue, Surplus or Disposal

Northern Oklahoma College requires all data on institutional computers or electronic storage devices (including but not limited to desktop, laptop, server, or handheld devices) be erased permanently prior to transfer, surplus or disposal. Outlined below are the procedures followed to comply with this requirement.

Re-issuing a device within the college (within your department or to another NOC department)

1. Call NOC IT Help Desk to request assistance “for computer re-imaging”.
2. Make arrangements to have the computer moved to its new location.

Transferring to Physical Plant for Disposal, Surplus or Resale

Northern Oklahoma College computers are sent to Physical Plant from the Information Technology Department, where these computers are disposed of, surplus or sold.

Before equipment can be sent to the Physical Plant the IT Department removes the data storage device and records the following identification information:

ID Number
Manufacturer
Serial Number
Part Number
Name of IT Technician
Date Hard Drive was Erased/Wiped
Description or Comments

Storage Devices

The following steps are taken in removing any and all data from Northern data storage devices:

These steps are followed when erasing data utilizing the Piriform software (CCleaner):

1. Open Start Menu by clicking on Start button or pressing Windows Key on keyboard.
2. Windows Vista and 7 users should type "ccleaner" into Search box and click CCleaner in search results. In Windows 8 Start screen, type "ccleaner" and click it in the results.
3. As CCleaner needs administrative rights for cleaning temporary files and registry, User Account Control will pop up. Click “Yes” (7 and 8).
4. Click “Tools” on the left and open Drive Wiper tab. From the Drives list, select the drive(s) to erase.
5. Select Entire Drive (all data will be erased) from Wipe combo box.

6. Select wiping method from Security.
 - Advanced Overwrite (3 passes) refers to the DOD 5220.22-M method in [NISP Operating Manual](#), the U.S. standard for handling classified information.
7. After making your selections, click “Wipe”

If the Information Technology Department is not able to erase data from the device, the hard drive itself is taken apart and the disc is permanently destroyed (it cannot be reused). Northern servers utilize raid arrays for fault tolerance and speed. When a storage drive is removed the drive from the raid array is automatically corrupted. Once removed the storage drive is taken apart and destroyed (it cannot be reused).