

Data Destruction

When removing a computer from service, the current procedure is to use a software tool to wipe the drive to ensure any data that was present on the computer hard drive is not at risk of disclosure. The procedure is posted at:

http://www.case.edu/its/policy/media_sanitization.html

If hard drives or tapes need to be physically destroyed, Information Security can perform a certified destruction. Hard drive destruction incurs a per-device charge. Contact the Help Desk and request a drive destruct from Information Security.

For bulk disposal, the university has contracted with CINTAS for paper destruction, but they also have a service schedule to destroy floppy, CDs, and tapes. Contact:

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