Sanitation of Computers

You are required to certify that all software and data contained on the hard disk drive of any computer (notebook, micro, mini or mainframe) has been irreversibly erased before the computer is transferred to central receiving. The hard disk drive’s software and data should be erased by “low Level” reformatting the drive or by using a Department of Defense-type option, such a “WIPEINFO” that is part of the “Norton Utilities.” This requirement will prevent the use of an “unerased” utility to recover software or other data from a hard disk drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold.

All hard drives need to be removed before turning in to Surplus. If you do not have anyone that is qualified, please contact IT help desk at 825-2692 to create a work order to have that done. If removed by department you can turn in the hard drives to IT for disposal. If hard drives cannot be removed, IT help desk will assist you in erasing the hard drive.

- When transferring or turning in equipment using the TDP(Transfer Departmental Property) process you will be asked to certify that the hard drive requirements have been met.
- Then you will also be asked to select a Drive Condition.
  - Select ‘erase hard drive’ if hard drive cannot be removed.
  - Select ‘remove hard drive’ for everything else per University policy.

For further questions on this process please notify Efrain Montelongo at inventory@tamucc.edu