

California State University <b>Northridge</b>	<b>Information Technology</b>  Digital Media – Data Sanitization Standard	<b>Page 1 of 3</b>	
		<b>SOP#:</b> ITIS-90-09-031	<b>Revision#:</b> Version 0.4

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**1.0 PURPOSE**

To identify the process for properly sanitizing (aka clearing) media to ensure confidential data, sensitive data, and licensed software cannot be accessed by unintended persons.

**2.0 SCOPE**

This procedure should be followed for all hard disk drives, magnetic tapes and multifunction copiers prior to re-issue, disposal, or return. Some examples follow:

- Re-issue a workstation to a different employee, department, or college;
- Submit for repair/ RMA;
- Dispose of due to end-of-life;
- Return leased equipment;

**3.0 RESPONSIBILITY**

	<b>Role (Title)</b>	<b>Responsibility</b>
1	College & Department Desktop and System Administrators	<ul style="list-style-type: none"> <li>• Confirm with department management that the media in question should be sanitized.</li> <li>• Sanitize media using a software or hardware-based solution as outlined in SOP ITIS-90-09-031.</li> <li>• Maintain a record of sanitized media for two years.</li> </ul>
2	Information Security Office	<ul style="list-style-type: none"> <li>• Maintain the digital media sanitization procedure as outlined in SOP ITIS-90-09-031.</li> <li>• Provide guidance regarding data sanitizing/clearing methods and tools.</li> </ul>

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## 4.0 PROCEDURE

### 4.1 Media Sanitization

#### 4.1.0 Hard Disk Drives

The baseline standard required to clear data is one-pass, bit-for-bit over-writing with zeros. The following software list can provide the required one pass bit-for-bit over-writing with zeros.

- (Windows) Norton Ghost : GDISK disk /DEL/CUSTOMWIPE:passes or /DODWIPE
- (Windows) Active Kill Disk: <http://www.killdisk.com/>
- (Windows) Eraser: <http://www.heidi.ie/eraser/>
- (Macintosh) Apple Mac Disk Utility: Apple Mac Disk Utility is on the Mac OS X Installation DVD.

**4.1.1 Magnetic Tapes:** IT Network Operations Center staff will sanitize tape media using the Tape Degausser located in the secure IT data center. Contact the IT Network Operations Center for assistance at x5215.

- Equipment: Garner MDS5 - <http://www.garner-products.com/degmds5.htm>

#### 4.1.2 Multifunction Copiers

The baseline standard required to clear all data on the multifunction copiers using the manufacture manuals (see references for links) as indicated for each brand of multifunction copiers.

- Set multifunction copiers back to factory defaults
- If a hard disk drive is present, follow the manufacture instructions on how to remove the hard disk drive and follow section 4.1.0 for sanitization.

**4.2 Record Keeping:** Using any preferred tracking method, electronic or paper, maintain a record of each media sanitization. In the case of tape sanitizations conducted by the IT Network Operations Center, sanitization records will be maintained by the IT NOC. The following key information should be recorded for audit purposes:

- Asset identification number (serial number, asset tag number, etc.);
- If known, the last person to use the asset/media; presumably the data owner;
- The software or hardware tool used to sanitize the media;
- What was done with the media following sanitization (re-used, disposed via Asset Management, returned to vendor, etc.).

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**5.0 DEFINITIONS:**

Protected Information: See <http://www.csun.edu/it/security/protecteddata.html>

**6.0 REFERENCES:**

500-8025: CSUN Information Security and Privacy of Personal Information

Asset Management Procedures and Forms:

<http://www-admn.csun.edu/ppm/asset/index.htm>

Multifunction Copier Vender Manuals:

Canon:

<http://www.usa.canon.com/opd/controller?act=OPDSupportIndexAct&fcategoryid=2235>

Minolta: <http://kmb.konicaminolta.us/content/support/supportmanuals.html>

Ricoh: <http://www.ricoh-usa.com/downloads/manuals.asp?tsn=Ricoh-USA>

Sharp:

[http://www.sharppusa.com/CustomerSupport/ProductDownloads.aspx?downloadtype=Owners  
%20Manual&category=DocumentSystemsMFPsPrinters&](http://www.sharppusa.com/CustomerSupport/ProductDownloads.aspx?downloadtype=Owners%20Manual&category=DocumentSystemsMFPsPrinters&)

**7.0 FURTHER INFORMATION:**