



Appendix B ITS – Desktop Engineering Mac OS Secure File Deletion SOP

Overview

The following Standard Operating Procedures are for secure deletion of a confidential file(s) or directories on Apple Mac OS 10.3 and above operating systems using the “Secure Empty Trash” feature. This procedure is for file or directory-level contained in “Trash”. For hard drive-level deletion (wiping) procedures please review the Secure Drive Erasure SOP.

Requirements

- **Operating Systems:** Mac OS 10.3 and above

Secure Deletion Procedures

Warning: The following procedures are irreversible. Please take extreme consideration before executing the following procedures. When you securely empty the Trash, the deleted data cannot be recovered by disk utilities. You should only do this if you have a backup or you are sure you will never need the data again.

Step #	Step	Details
1.0	Using your mouse “Drag and Drop” the file(s) or directories to be securely deleted to the “Trash”.	Files and directories can only be securely deleted from the “Trash”.
2.0	Review the contents of “Trash”	Carefully inspect the file(s) or directories contained in the “Trash”. Ensure valid or needed files were not accidentally deleted or moved into the “Trash”.
3.0	Select “Secure Empty Trash”.	While in the “Finder”, from the “File” menu choose “Secure Empty Trash”.