



Overview

The following Standard Operating Procedures (SOP) is for the destruction of data on University of San Francisco-owned Hard Disk Drives for the Apple Macintosh (Mac) Platform. This procedure erases (wipes) the entire hard drive using a U.S. Department of Defense 5220-22.M Standard 7-Pass wiping process.

This SOP is to be used for the following scenarios:

- 1) Reassignment of USF-owned standard computer assets
- 2) 3rd Party resale of decommissioned USF Replacement Program (RP) Computers
- 3) Charitable Donations of decommissioned USF Replacement Program (RP) Computers
- 4) Disposal or Recycling

Note: For PC platform specific procedures please review the PC Secure Hard Drive Erasure Deletion SOP.

Requirements

- **Software:**
 - Mac OS X Install Disk 1
- **Hardware:**
 - Any Mac hardware platform


Disk Wiping Procedures

Warning: The following procedures are irreversible. Please take extreme consideration before executing the following procedures. You should only follow these procedures if you have a “verified” backup or you are sure you will never need the data again.

Step #	Step	Details
1.0	System Preparation	<ul style="list-style-type: none"> • Backup all significant data and verify backups are restorable. • For Laptop Computers: Ensure power supply is connected • Reboot computer and hold the “C” key.
2.0	Run Disk Utility	<ol style="list-style-type: none"> 1. After the Mac OS X Install Disk loads from the CD, select “Disk Utility” from “Utilities” menu bar. 2. Select the Hard Disk to erase, and click the “Erase” option. 3. Before clicking the “Erase” button, click the “Security Options...” button and select “7-Pass Erase”. 4. After configuring the “Security Options”, click the “Erase” button and accept the final warning message. A status

		bar and time estimating the completion will be provided.
3.0	Power-off and Label computer with Data Destruction Tag	<ol style="list-style-type: none"> 1. After the wiping process completes, close Disk Utility. 2. Remove the Mac OS X Install CD and power-off the computer. 3. Fill-out the “USF Data Destruction Tag” and tape to computer.

Sample Data Destruction Tag



USF DATA DESTRUCTION TAG
Department of Defense 5220-22.M Standard

Date: _____

Technician: _____

RP Asset Tag: _____