



**Overview**

The following Standard Operating Procedures (SOP) is for the destruction of data on University of San Francisco-owned Hard Disk Drives for the PC Platform. This procedure erases (wipes) the entire hard drive using an U.S. Department of Defense 5220-22.M Standard 3-Pass wiping process.

This SOP is to be used for the following scenarios:

- 1) Reassignment of USF-owned standard computer assets
- 2) 3<sup>rd</sup> 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 Mac platform specific procedures please review the Mac Secure Hard Drive Erasure Deletion SOP.

**Requirements**

- **Software:**
  - CD recording software (e.g. Roxio or Sonic RecordNow!)
  - Darik’s Boot and Nuke (DBAN): <http://dban.sourceforge.net>
- **Hardware:**
  - PC platform (IBM compatible)
  - IDE, SATA and SCSI hard disk drives only
  - CD-ROM Drive (Used to “boot” DBAN CD)


**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	Create a DBAN boot CD	<ol style="list-style-type: none"> <li>1. Download DBAN from <a href="http://dban.sourceforge.net">http://dban.sourceforge.net</a></li> <li>2. Using a Blank CD create DBAN boot disk using a CD recording application</li> </ol>
1.1	System Preparation	<ul style="list-style-type: none"> <li>• <b>Backup all significant data and verify backups are restorable.</b></li> <li>• For Laptop Computers: Ensure power supply is connected</li> <li>• Configure BIOS to boot CD (if necessary)</li> </ul>
2.0	Create a DBAN boot CD	<p>Boot the computer with the DBAN media like you would boot a DOS startup disk or like you would reinstall an operating system. Note: DBAN cannot be started from within the Operating System (e.g. Microsoft Windows)</p>

3.0	Run DBAN	After DBAN loads from the CD, enter the command <b>“autonuke”</b> to automatically start DBAN in “automatic” mode. The wiping process will take 2-3 hours to complete.
4.0	Power-off and Label computer with Data Destruction Tag	<ol style="list-style-type: none"> <li>1. After the wiping process completes, DBAN will inform you that “DBAN succeeded”</li> <li>2. Remove the DBAN boot CD and power-off the computer.</li> <li>3. Fill-out the “USF Data Destruction Tag” and tape to computer.</li> </ol>

**Sample Data Destruction Tag**



**USF DATA DESTRUCTION TAG**

Department of Defense 5220-22.M Standard

Date: \_\_\_\_\_

Technician: \_\_\_\_\_

RP Asset Tag: \_\_\_\_\_