



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
93D SIGNAL BRIGADE (STRATEGIC)
US ARMY SIGNAL NETWORK ENTERPRISE CTR – FORT GORDON
245 O' CLUB DRIVE
FORT GORDON, GEORGIA 30905

NETC-SFG-DT

12 April 2012

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Hard Drive Destruction Policy

1. References:

- a. Reuse of Army Computer Hard Drive BBP, 24 January 2004, Updated, 2 June 2009.
 - b. AR 25-2, Information Assurance, 24 October 2007, Rapid Action Revision (RAR), 23 March 2009.
2. The intent of this memorandum is to provide instructions on how to properly turn-in computer hard drives (HD) for destruction.
3. Two documents are required to document the purging and/or degaussing of a computer HD. If degaussing a HD, refer to paragraph 4. If purging a HD, refer to paragraph 5.
4. Degaussing a HD means rendering any previously stored data unreadable and unintelligible; the HD cannot be reused or repurposed. The following two memorandums are required to document that a HD was degaussed:
- a. Hard Drive Disposition (Degaussed) Certification Memorandum (Encl 1): The user turning in HDs for degaussing must complete the entire memorandum. Use one (1) memorandum per HD and fill in the Make/Model number of the HD, the HD serial number, and the name of the person who removed it from the computer case. The IANO degaussing the HD will fill in the date the HD was degaussed and verify all UNCLASSIFIED/SECRET/TOP SECRET data was removed.
 - b. Hard Drive Degaussed Verification Memorandum (Encl 2): The IANO will be responsible for degaussing the HD and will complete the entire memorandum and continuation sheets. Use one (1) memorandum every ten (10) HDs. Fill in the date the HDs were degaussed. The Organizational Commander or Director will sign the memorandum, verifying the HDs were degaussed in accordance with the Reuse of Army Computer Hard Drives Best Business Practices.

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5. Purging a HD means removing the data from the media before reusing that media at an equal or higher classification level. The following two memorandums are required to document that a HD was purged:

a. Hard Drive Disposition (Purged) Certification Memorandum (Encl 3): The user turning in HDs for purging must complete the entire memorandum. Use one (1) memorandum per HD and fill in the Make/Model number of the HD, the HD serial number, and the name of the person who removed it from the computer case. The IANO purging the HD will fill in the date the HD was purged and verify all UNCLASSIFIED/SECRET/TOP SECRET data was removed.

b. Hard Drive Purged Verification Memorandum (Encl 4): The IANO responsible for purging the HD will complete the entire memorandum. Use one (1) memorandum per HD and every ten (10) continuation sheets. Fill in the date the HDs were purged. The Organizational Commander or Director will sign the memorandum, verifying the HDs were purged in accordance with the Reuse of Army Computer Hard Drives Best Business Practices.

6. Enclosures 5 & 6 are checklists for degaussing and purging HD. This is a set of guidelines for users and IT Specialists to follow when removing and degaussing HDs, and documenting their destruction.

7. Once a HD has been degaussed, the IANO will ensure the proper classification label is placed on the HD.

8. Any HDs that are purged will be held and maintained by the IANO for repurposing and reusing in the event a computer or server HD has a critical failure.

9. The POC for this memorandum is the NEC Information Assurance Manager, Ms. Queen D. Harts at 706-791-0042 or email: queen.d.harts.civ@mail.mil.



LISA E. McCLEAVE
Director, Network Enterprise Center-FT Gordon

- 6 Encls
1. Hard Drive Disposition (Degaussed) Certification Memo
 2. Hard Drive Degaussed Verification Memo
 3. Hard Drive Disposition (Purged) Certification Memo
 4. Hard Drive Purged Verification Memo
 5. Degaussing Checklist
 6. Purging Checklist

DISTRIBUTION: A



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 DAY / MONTH / YEAR

MEMORANDUM FOR RECORD

SUBJECT: Hard Drive Disposition (Degaussed) Certification

1. This certifies that the following hard drive:

Make/Model #	Hard Drive Serial #	Removed By:

was degaussed of all [UNCLASSIFIED / SECRET / TOP SECRET] (Choose one) data in accordance with the Reuse of Army Computer Hard Drives Best Business Practices.

2. The hard drive listed above was degaussed on _____ (date) using Data Security, Inc. HD-1T Degausser.

3. This Hard Drive can now be handled as UNCLASSIFIED media. Hard drives ever used in a classified environment can **never** be released outside of DoD and will be destroyed at the end of their usefulness.

4. POC for this memorandum is the undersigned, 706-_____ (commercial phone).

 PRINT Name of person degaussing HD

 Signature of person degaussing HD

 Rank/Grade

 Title



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MEMORANDUM FOR RECORD

SUBJECT: Hard Drive Disposition (Purged) Certification

1. This certifies that the following hard drive:

Make/Model #	Hard Drive Serial #	Removed By:

was purged of all [UNCLASSIFIED / SECRET / TOP SECRET] (Choose one) data in accordance with the Reuse of Army Computer Hard Drives Best Business Practices:

2. The hard drive listed above was purged on _____ (date) using Government-off-the-shelf, Universal Purge Tool (UPT) 2.0.0.

3. This Hard Drive can now be handled as [UNCLASSIFIED / SECRET / TOP SECRET] (MUST match classification in paragraph 1) media. Hard drives ever used in a classified environment can **never** be released outside of DoD and will be destroyed at the end of their usefulness.

4. POC for this memorandum is the undersigned at 706-_____ (commercial phone).

PRINT Name of person purging HD

Signature of person purging HD

Rank/Grade

Title



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MEMORANDUM FOR RECORD

SUBJECT: Degaussing Checklist

1. Storage media shall be physically controlled and safeguarded in the manner prescribed for the most sensitive designation, or the highest classification level, and category of data EVER recorded on the media until degaussed (and declassified, degaussed or destroyed using approved procedures).

2. Degaussing is the procedure of using an approved device to reduce the magnetization of magnetic storage media to zero by applying a reverse coercive magnetizing force rendering any previously stored data unreadable and unintelligible.

___ Disconnect the computer from the network.

___ Remove all shielding material from the hard drive before degaussing.

___ Position the hard drive in the horizontal direction during degaussing

___ Follow the product manufacturer's directions carefully. Deviations from the prescribed method or rate of coercivity could leave significant portions of data remaining on the hard drive.

___ Degauss the hard drive operating the degausser at full magnetic strength.

___ Affix a signed "Certification of Hard Drive Disposition (Degaussed)" memorandum to the hard drive or computer housing the hard drive, as appropriate, indicating data and degausser used for the procedures.

___ Complete and file separately a document recording the degaussing information for a minimum of five (5) years.

___ Notify and provide proper paperwork to your security personnel.

___ Notify and provide proper paperwork to your Property Book Officer.



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MEMORANDUM FOR RECORD

SUBJECT: Purging Checklist

1. Storage media shall be physically controlled and safeguarded in the manner prescribed for the most sensitive designation, or the highest classification level, and category of data EVER recorded on the media until purged (and declassified, purged or destroyed using approved procedures).

2. Purging is the process of removing the data from the media before reusing that media in an environment that does not provide an acceptable level of protection for the data that was on the media before purging. Purging is not synonymous with declassification. Declassification is the separate administrative process resulting in a determination that given media no longer requires protection as classified information. Declassification is required after purging prior to reuse at a lower classification level.

___ Disconnect the computer from the network.

___ Using one of the Army's approved purge tools, purge the hard drives (HD). Complete the purge in accordance with the published instruction provided by the manufacturer. The software must be set to perform a minimum of three cycles of data patterns on all sectors, to include bad sectors, blocks, tracks, and slack or unused disk space on the entire HD medium.

___ Verify that all data has been removed from the entire HD by printing the report generated by the purge tool and view purge pattern.

___ Complete and affix a signed "Certification of Hard Drive Disposition (Purged)" memorandum verifying that the drive has been purged to the HD and external housing.

___ Complete and file separately a document recording the purge information for a minimum of five (5) years.

___ Have a trained person, other than the person who performed the purge, randomly verify the purge process has been successfully completed.

___ Complete the declassification paperwork as appropriate.

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SUBJECT: Purging Checklist

___ Notify and provide the proper paperwork to your security personnel.

___ Notify and provide the proper paperwork to your Property Book Officer.