



Letter of Certification of Disposal For Computer Storage Media

Citizen and Agency data is to be securely erased or the media destroyed prior to disposal, in accordance with the criteria outlined below from the State of Mississippi's Enterprise Security Policy. The Agency head must certify that any device/media submitted for disposal meets or exceeds these overwrite requirements or has been removed and destroyed. Devices/media submitted for disposal will not be accepted by Surplus Property without this signed Letter of Certification. For any disposal, a copy of this signed letter must be retained in the files of the transferring agency.

Agency must sanitize or remove all data and software from the device. Simply erasing and reformatting hard drives is not a permissible way of sanitizing magnetic media before disposal.

Agency must use one of the following methods of sanitizing or destroying the device/media in preparation for disposal:

- 1) Overwriting – This method should be used when the technology does not contain sensitive or confidential information and still maintains usefulness. Agencies may sanitize magnetic media (i.e. hard disk) by an overwriting process whereby a software utility writes a combination of 0s and 1s over each location on the hard drive multiple times. This process obscures the previous information under multiple layers of magnetic flux, rendering the data unreadable. Agencies must, in accordance with Department of Defense Directive 5220.22, "DoD Industrial Security Program," overwrite the disk three times prior to disposal or reuse.
- 2) Physical Destruction – This method should be used when the technology contains no usefulness and will be permanently disposed of (i.e. thrown in dumpster) or if the magnetic media contains highly sensitive data. In this case, the agency should perform a complete and permanent elimination of data and media device. Physical destruction is done by shredding the entire drive or the drives platters. At minimum the platters must be badly warped or distorted, rendering the drive or any of its components inoperable. This can generally be achieved by drilling the drive in several locations perpendicular to the platters and penetrating completely through from top to bottom. Hammering or crushing is equally effective but more labor intensive. Simply destroying the logic section of the drive without damaging the platters is insufficient.
- 3) Degaussing - This method should be used when the technology contains no usefulness and will be permanently disposed of (i.e. thrown in dumpster) or if the magnetic media contains highly sensitive data. Agencies may use degaussing to erase the magnetic media but it requires specialized equipment (as per Department of Defense Directive 5220.22) designed and approved for the type of media being purged.

I hereby certify that the devices/media submitted herein for disposal (property and serial numbers listed and attached) have been properly cleaned or removed and destroyed in accordance with the requirements stated above.

Agency Name _____

Authorized Person (Print Name) _____

Authorized Signature _____

Date Submitted _____