

Computer disposals and destruction of hard drives

The security of the data on the hard drive of a computer is our first priority in Support Services in the computer disposal process. Please follow these short steps:

- 1) Call Elaine at 4-5468 to place a work order;
- 2) The computer will be picked up, brought to Central Receiving, and locked up;
- 3) The hard drive will be removed, logged in and secured in a safe;
- 4) Twice yearly a Support Services staff member will transport hard drives to the State's Recycling Vendor and observe the shredding of these drives.
- 5) If there are any questions about this process, or a department requires special handling, please contact the Assistant Director of Support Services at 4-2760 for further information.