State of Louisiana Office of Technology Services

Standard Operating Procedure

Data Sanitization: <u>Drive Overwrite Procedure</u> - (Single Pass)

Explanation

This is the approved procedure to utilize when a workstation or laptop hard drive requires data sanitization.

Equipment Required

- OTS Norton Ghost Utility (G Disk v7.0.0.414) boot image on CD, DVD, or USB device.
- SATA \ IDE Drive Cradle or Cable. (if drive has been extracted from the parent asset)
- OTS Laptop

Procedure

If drive has been extracted from the asset:

- 1. Insert GDisk bootable media to OTS Laptop.
 - 1.1. Power on OTS Laptop and boot to GDisk.
 - 1.2. Go To Step 2. (below)

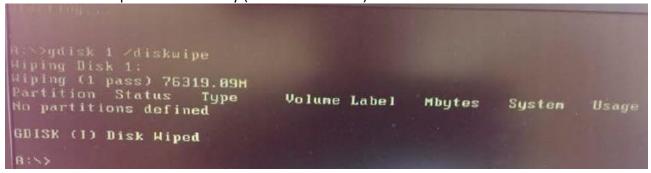
If drive is still in a workstation:

- 1. Power on device and boot to the bios.
 - 1.1. Change boot sequence to begin with CD or USB (depending on device functionality or your boot media).
 - 1.2. Insert CD or USB and restart (boot) device.
- 2. The G Disk will automatically perform the single known character overwrite.
- 3. If the drive does not show up in boot menu:
 - 3.1. Extract the drive and reset process booting from another device.
 - 3.2. If drives not show up a second time, extra drive (if needed) and mark for destruction.
 - 3.3. Follow Process outline in OTS Data Sanitization Standards and Requirements
- 4. IF G-disk says "no such fixed disk":
 - 4.1. Extract the drive and reset process booting from another device.
 - 4.2. If drives not show up a second time, extra drive (if needed) and mark for destruction.
 - 4.3. Follow Process outline in OTS Data Sanitization Standards and Requirements

Note:

- An 80 GB hard drive takes an average of 80 minutes a 20 GB hard drive takes about 20 minutes to complete the G-disk process.
- If G-disk process cannot be performed for any reason, the hard drive will be required to be degaussed or appropriately destroyed.
- Refer back to the OTS Data Sanitization Standards and Requirements: Approved Processes

5. When G-disk completes successfully (screenshot below) the drive will not be identified as a usable drive.



- 6. Place an LPAA label on the device.
- 7. Generate a Sanitization Log Record that complies the Log Requirements Section of the IT STD 1-17 Data Sanitization Standards and Requirements.
- 8. Place the device is placed in the area appropriate area that is designated for successfully sanitized equipment.

Related Policies, Standards, Guidelines

IT POL 1-26 Data Classification Policy

IT POL 1-04 Data Sanitization Policy

IT STD 1-17 Data Sanitization - Standards and Requirements

Owner

Division of Administration, Office of Technology Services, Information Security

Effective Date

11/15/2014