

Introduction

From time to time, the University would dispose obsolete PCs/computers. These obsolete PCs/computers may be donated to non-profit making organizations or sold to the vendor for recycling.

In order to prevent data leakage from the disposed machines, Departments/Offices must carry out data erasure procedure before the PC/computer is physically released to the third party.

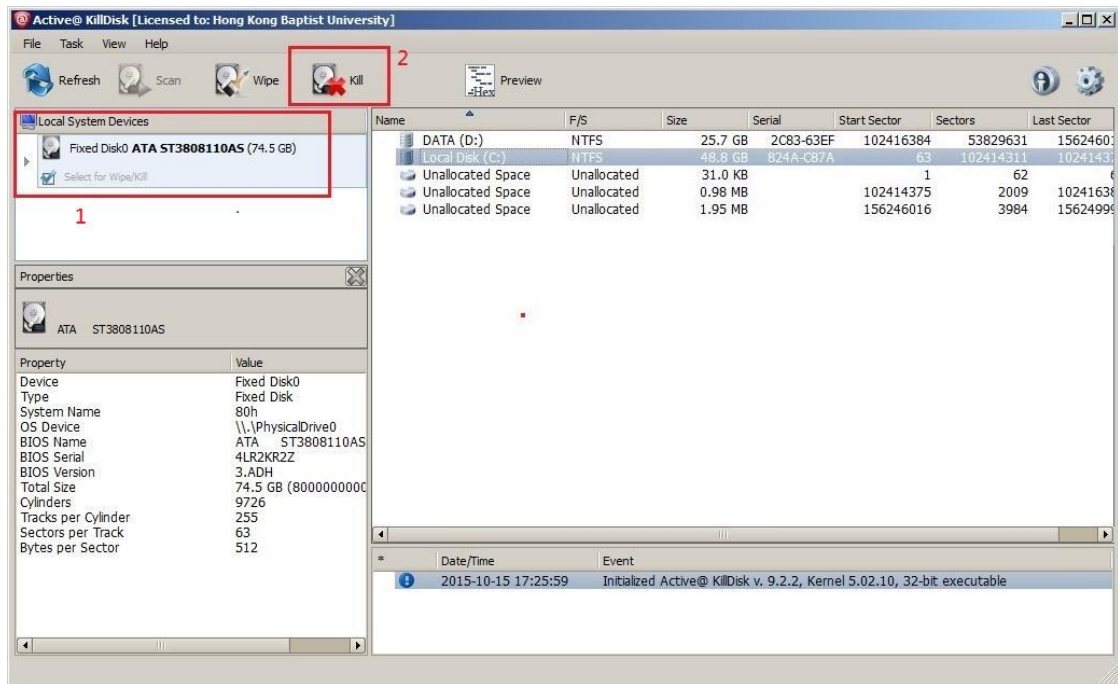
This document captures the recommended procedure for carrying out a permanent data erasure of a hard disk by applying the Disk Killer, a software acquired by ITO to clear every byte in the disk.

Recommended Erasure Procedures

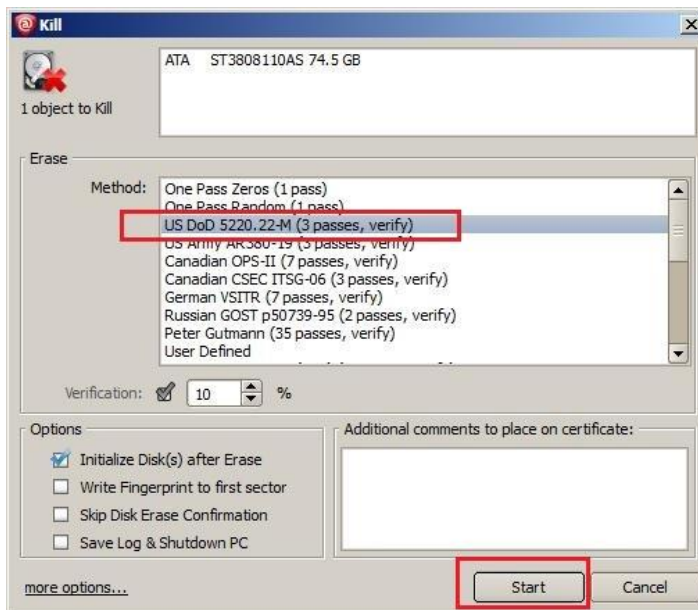
1. Obtain the *Killdisk* program from ITO help desk.
2. Before carrying out the erasure procedure, you must **confirm with the machine owner that all the data in the PC/computer will be permanently destroyed and could not be recovered afterward.**
3. Upon confirmation, insert the *Disk Killer* CD and power on the PC. Choose **“Start Active@ Boot Disk for Windows”** option to boot up the machine. After system has started up, Active@ Boot Disk will be loaded automatically. Click **OK** button.



4. The software then shows all physical device components in the left pane. Select the hard drive to be erased i.e. select checkbox **“Select for Wipe/Kill”** and then click **Kill** button.



- The Erase Method screen indicates the **US DoD 5220.22-M (3 passes, verify)** method will be used. Click **Start** button.

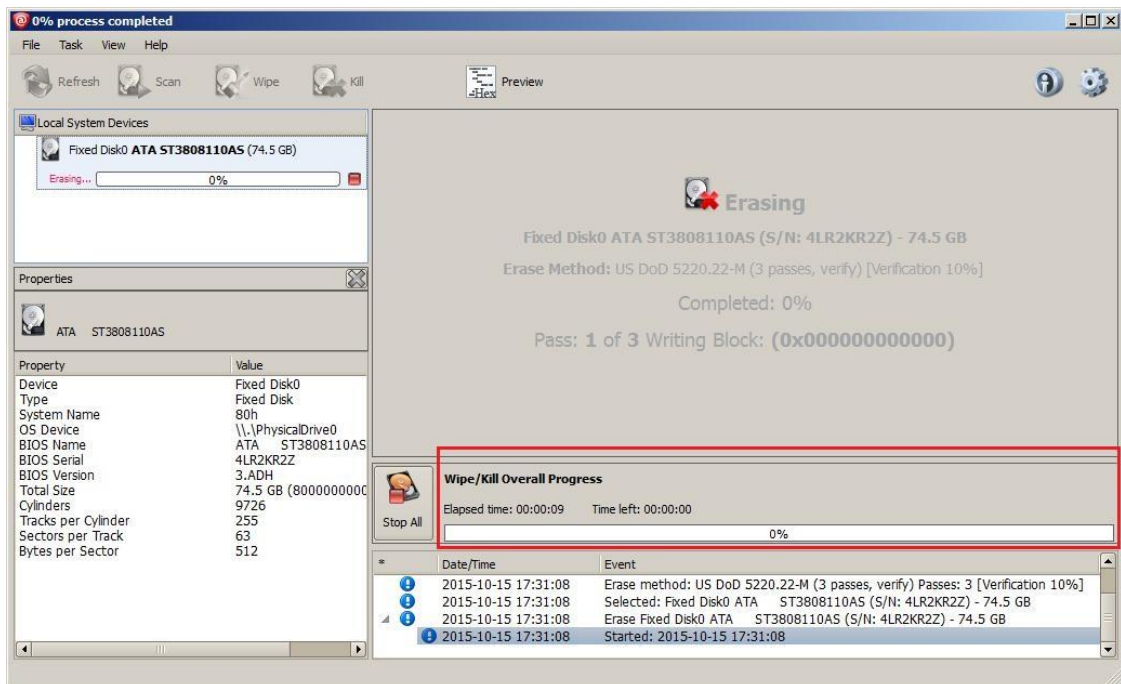


- At the Confirm Action screen, type **ERASE-ALL-DATA** in the text box provided and click **OK** button to perform the data removal.

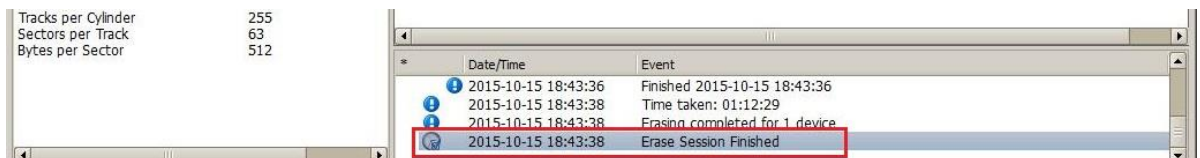
Note that all data will be permanently erased with no chance for recovery.



7. During the erasing process, the progress bar indicates the process status.



8. The program stops automatically when the erasing process has completed.



9. A Sanitizing Certificate will be automatically generated to indicate device is securely erased.



October 15, 2015

Erase Fixed Disk0 ATA ST3808110AS (S/N: 4LR2KR2Z) - 74.5 GB

Started: 2015-10-15 17:31:08

Storage size: 74.5 GB (80000000000 bytes)

Erase method: US DoD 5220.22-M (3 passes, verify) [Verification 10%]

Pass 1 - OK (0x000000000000)

Pass 2 - OK (0xFFFFFFFFFFFF)

Pass 3 - OK (Random)

Verification passed OK

Erase Finished: 2015-10-15 18:43:36

Total Erase Time: 01:12:28

Sanitizing Status: SUCCESS

10. After erasing, turn off the computer.

