

<b>NORTH CAROLINA DEPARTMENT OF COMMERCE</b>	<b>Policy # MIS-5</b>  <b>TITLE: Computer Surplus Property Policy</b>
<b>Effective Date: July 1, 2005</b>	<b>Administering Authority:</b>
<b>Revisions:</b>	<b>Management Information Systems</b>
<b>Statutory Authority: N/A</b>	

**1.0 Purpose** – To prevent NC Department of Commerce computer hardware with retrievable data from being sent to the State Surplus Property Office for disposal.

**2.0 Scope** – This policy applies to the NC Department of Commerce, institutions, commissions, committees, boards, and divisions within NC Department of Commerce intending to surplus computer equipment.

**3.0 Policy** – All NC Department of Commerce computer equipment being sent to surplus property shall be processed as follows prior to disposal to remove software and/or data regarding the NC Department of Commerce. The senior Management Information Systems staff member of any Division or Section not directly supported by NC Department of Commerce MIS shall be responsible for compliance with this policy.

**4.0 Surplus Procedure –**

1. Boot computer to be disposed of using an approved disk wipe utility program.
2. Follow directions as they appear.
3. When complete, attempt to reboot the machine.
4. If the computer fails to reboot, proceed with surplus.
5. If computer reboots proceed to step one, do not surplus.

**OR**

1. Remove any hard drives from the device being disposed of. Power the device up. If it cannot be accessed, send it to surplus property, otherwise contact the NC Department of Commerce MIS helpdesk for assistance.

Remove any devices (diskettes, CDs, DVDs, etc.) which may contain data from the device. Under no circumstances shall any NC Department of Commerce computer equipment be disposed of without first ensuring that it has been thoroughly sanitized in accordance with this policy.

**5.0 Revision History -**

**6.0 Definitions**– Computer: Any electronic equipment containing a magnetic storage device (hard drive)