

# Proper Computer Disposal

## 1. Remove computer from Workstation location

- Remove computer from domain when possible
- Delete all users except Admin when possible

## 2. Remove Hard Drive from Computer

- Mark Hard Drive with Sharpie
  - ❖ Company name
  - ❖ Status of Hard Drive
  - ❖ Date
- Place Hard Drive in Evidence bag
- Fill out Chain of Evidence form / log
- Place Evidence form / log in evidence bag and Seal
- Place Evidence Bag In your locations Shred or Hard Drive Disposal Box

## 3. When Shredding or Drilling Hard Drives

- Open Evidence Bag
- Fill out and sign evidence form / log
- Shred or Drill Hard drive
- Place Evidence form in Destroyed Folder in office
- Throw evidence Bag away and recycle what's left of hard drive