

DATA REMOVAL CHECKLIST

THIS SHEET, COMPLETE WITH SIGNATURE, MUST BE ATTACHED TO THE WORKSTATION BEFORE IT CAN BE REMOVED

Before you turn in your old workstation, it is your responsibility to ensure that you have removed all your old files and applications from the hard drive. To do this, please follow the instructions for your workstation type below. If you have questions or encounter problems, please contact your Information Technology Support Organization. For PrISMS-supported equipment, that number is 544-1771.

PC WINDOWS DDS WORKSTATION

1. Boot machine.
2. Refer to the System Operator's guide for the specific procedure on file removal or deletion for the operation system that is being used. Follow the procedure to delete files.
3. Power off Workstation after the procedure is complete, all data should be removed except for system files. The average user will not see any files that were on the computer.
4. For sensitive or confidential files that must be made totally unrecoverable, other more extensive steps must be taken. Contact the Systems Administrator or the Workstation Technical Support Representative for the recommended procedure.

MACINTOSH WORKSTATION

1. Boot machine.
2. Refer to the System Operator's guide for the specific procedure on file removal or deletion for the operation system that is being used. Follow the procedure to delete files.
3. Power off the Macintosh, all data is removed except for System Folder. The average user will not see any files that were on the computer.
4. For sensitive or confidential files that must be made totally unrecoverable, other more extensive steps must be taken. Contact the Systems Administrator or the Workstation Technical Support Representative for the recommended procedure.

UNIX WORKSTATION

1. Boot machine.
2. Login as super user (root).
3. Contact your local systems person for support if you do not have super user privileges.
4. Reformat drives (system drive last).
5. Reboot system to ensure it will **NOT** boot.
6. For sensitive or confidential files that must be made totally unrecoverable, other steps must be taken such as destroying the drive.

I certify that all data and applications have been removed from the workstation hard drive.

USER SIGNATURE:

DATE:

Hardware Maintenance Support (Needed ONLY if user cannot perform the above requirements.)

HARDWARE MAINTENANCE SUPPORT SIGNATURE:

DATE: