

## Data Sanitization: Drive Overwrite Procedure - (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

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



```
A:\>gdisk 1 /diskwipe
Wiping Disk 1:
Wiping (1 pass) 76319.89M
Partition Status Type Volume Label Mbytes System Usage
No partitions defined
GDISK (1) Disk Wiped
A:\>
```

- Place an LPAA label on the device.
- Generate a Sanitization Log Record that complies the Log Requirements Section of the IT STD 1-17 Data Sanitization – Standards and Requirements.
- 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**

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