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BLUECURRENT

managing technology in motion



The Washington Mutual Steady State Project:

Legacy Equipment Data Destruct Procedures

**for
Oklahoma City, OK**

**A Technology Delivery Center (TDC) Document
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Data Destruct Process

Data Destruction refers to the process of zero filling all data storage devices so that there is no chance for data recovery. Bluecurrent data destructs all CPU's, laptops, servers, and stand alone hard drives.

Tech Steps for Data Destruct – Single Hard Drive

1. Connect system(s) to KVM cables and to power cords.
2. Insert a **Kill Disk** diskette into each machine.
3. Power on each machine.
4. The Kill Disk program boots up and writes characters of either zero and/or "1" onto every sector of the hard drive.
5. Allow the Kill Disk program to run until completion. A message will display indicating that the data destruction process has been successful.
6. Reboot the machine to verify that it will not go into the operating system.
7. If any machine fails the data destruction process, refer to the **Exception Process**.

Tech Steps for Data Destruct – Multiple Hard Drives

1. Connect system(s) to KVM cables and to power cords.
2. Insert an **Ontrack** diskette into each machine.
3. Power on each machine.
4. The Ontrack program boots up. Type **Y** when prompted to begin the wipe process.
5. The Ontrack program writes characters of either zero and/or "1" onto every sector of each hard drive.
6. Allow the program to run until completion. A message will display indicating that the data destruction process has been successful.
7. Reboot the machine to verify that it will not go into the operating system.
8. If any system fails the data destruction process, refer to the **Exception Process**.

Exception Area

If a hard drive cannot be data destructed with either the Kill Disk or Ontrack programs, then the machine is relocated to the Exception area, the hard drive is pulled, and data destruction is performed by 1) cloning using the OmniClone device, or 2) physical destruction. It has been determined that using the OmniClone for hard drives smaller than 10gb is not cost-effective for the client. As a result, hard drives smaller than 10gb are physically destroyed.

Exception Process – Hard Drives 10gb or Larger

Hard drives that are 10gb or larger are wiped using the OmniClone. The OmniClone can wipe up to 16 drives at a time, with one master drive wiping a tray of (up to) eight drives.

To clone:

1. Set the jumper on the hard drive to **Master**.
2. Connect the **power cable** to the hard drive.
3. Connect the **data cable** to the hard drive.
4. If the OmniClone logo does not appear on the LCD, then press the reset button on the back and right of the middle tray.
5. On the control panel, press the Set button until **Clever** is highlighted, and then press **Select**.
6. Press the right arrow two times until the **Diag** (Diagnostic) tab is highlighted.
7. Press the down arrow two times until **Erase** is highlighted.
8. Press the **Start button** two times
9. The system powers on.
10. The message "Continuing will erase a part of your master drive, do you want to continue?" appears. Use the arrow keys to select **Yes**.
11. The LCD displays the message **Drive Successfully Erased**.
12. Remove the hard drive from the OmniClone. Affix a label to the drive with the date and place in a pink static-free bag.
13. Warehouse personnel transfer the erased hard drives to the WAMU distribution area for redeployment.

Exception Process – Hard Drives Smaller Than 10gb

Hard drives smaller than 10gb are physically destroyed. Drives that fall into this category are subjected to the following processes:

Degaussing

In degaussing, the hard drive is passed repeatedly through a strong magnetic field that erases the data contained on the drive.

Hydraulic Press

After a drive has been degaussed, it is placed in a hydraulic press and 15-20 tons of pressure is applied to the drive, effectively destroying the internal media platters.

For more specific information on the degaussing and hydraulic press processes, refer to Document #TDC-CP-KJ-001.1, **Degausser and Hydraulic Press Safety Guidelines and Operating Procedures**.