

All data containing devices will be securely erased before disposal or surplus.

Implementation:

Disk drives would at a minimum be single-wiped, tape devices single-wiped, DVDs/CDs shredded, flash devices at least single-pass secure wiped.

Storage devices that cannot be properly wiped should use an alternate destruction method. For magnetic disks and drives this may include the use of a bulk magnetic eraser. For non-magnetic devices such as flash drives, and also optional for magnetic drives, device shredding/destroying services may be used.