**Confidential & Sensitive Data**

**FROM:** Gwen Williams, State Surplus Property Officer

Each agency is responsible for the removal of sensitive data from any item sent to the State Surplus Property Agency. Per ITS Statewide Security Manual Standards 050701 and 030903, NC Administrative Code 01 NCAC 43A.0201, and General Statutes 143-64.01 and 143-64.04, the owning agency shall clear all data from surplus items prior to disposal.

***File Cabinets, Safes, Desk Drawers, Vehicle Glove Boxes & Trunks and any other closed space:*** Keys and/or combinations must be supplied for any locked items or the items will be returned. If keys are not available, items must be opened and rendered incapable of being locked prior to disposition. Reminder that all contents must be removed prior to disposal.

***Computers, Faxes, Scanners, Printers, Copiers, Cell Phones, and all other digital storage devices:*** It is preferred that agencies leave RAM and hard drives intact, and if you choose to, you may use a “wipe-out” utility to erase software and clean hard drives. Physically damaging systems to ensure digital security renders electronics worthless and should only be a last resort. Laptops should be disposed with the power supply, case, and accessories together.

This signed form or your divisions digital security sticker must be attached to all digital storage devices sent to the State Surplus Property Agency.

**Confidential and/or Sensitive Data has been removed from this item**

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**(Signature) (Print Name) (Date)**

**Agency/Division:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**