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

![G-disk screenshot](image)

6. Place an LPAA label on the device.

7. Generate a Sanitization Log Record that complies the Log Requirements Section of the IT STD 1-17 Data Sanitization – Standards and Requirements.

8. 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

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