America’s First Corps’

Hard Drive Degaussing and Destruction Standard Operating Procedure (SOP)

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Version 1.2 Prepared by:

I Corps G62 Cyber Security Division

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CHANGE LOG

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| Change Record |
| Version # | Date | Page/Paragraph | Description |
| 1.0 | 01-Feb-19 | Entire Document | Initial |
| 1.2 | 12-Apr-23 | Entire Document | Added guidance for SSD destruction using SSMD-2MM |

1. Purpose
	1. This document details the procedures to be performed on hard drives (HDs) when they have reached their end of life cycle or prior to leaving government control. These procedures apply to magnetic storage media (i.e. single drive, multi-drive, RAID or SANS configurations, HDs configured as externally connected storage devices, etc.) and solid state storage media (ie. Memory cards, thumb drives, solid state drives, cell phones or tablets) processed or contained unclassified, sensitive, or classified information at any time.
	2. Information Systems used to process data classified above SECRET are NOT covered in this SOP. The I Corps Special Security Officer (SSO) should be contacted for further instructions concerning disposition of media classified above SECRET.
2. Procedures
	1. Memorandum for Record (MFR) is required listing each HD for disposition. Do not sign or date MFR until day of degaussing and shredding.

Destruction\_MFR.p df

* 1. Once the MFR is complete, email it as an attachment to usarmy.jblm.i-corps.list.g6-ia@army.mil requesting appointment to destroy drives. Ensure email has unit, email address and phone number of the individual requesting the appointment. Once received I Corps G62 will coordinate for appointment scheduling.
	2. Training will be provided on the degaussing and destruction process for magnetic storage media and SSMD-2MM instruction for solid state media disintegration at the time of the appointment if required.
	3. Ensure DL2500 (Computer Hard Drive Certificate) is filled out with exception of signature, and that all side rails or attached hardware have been physically removed from all HDs prior to the scheduled appointment. For solid state media, the media must be prepared for destruction, the actual solid state memory devices that the SSMD-2MM is meant to destroy are universally attached to printed circuit boards. Media must be prepared by removing device enclosures, display glass metal chassis, rechargeable lithium batteries, lithium cells, pure metals, metal alloys, heat sinks, screws, standoffs, circuit board shields…etc…A I Corps G62 representative will review your materials to ensure proper preparation. Ensure to keep enclosures available during your appointment so that the serial number can be validated before destruction.

 DL2500.pdf

* 1. Remove or redact classification labels/stickers from each HD prior to the appointment.
	2. Ensure that the make, model and serial number of the HD are clearly visible for the verification process.
	3. Classified HDDs must be controlled based on their classification until degaussing and destruction have been performed. Classified hard drives must be accompanied by a person with courier card or courier authorization memorandum and be controlled based on their classification until degaussing and destruction have been performed.
	4. Each HD will be sent through 1 cycle using Garner TS-1 Degausser, followed by SEM Model 0101 Hard Drive Crusher before DLA Form 2500 is signed. Each solid state media memory device will be sent through the SSMD-2MM disintegrator.
	5. Once all HDs have been degaussed and destroyed, unit personnel will sign and date the MFR, then I Corps G62 personnel observing degaussing/destruction will sign.
	6. Any questions should be directed to I Corps G62 Cybersecurity Division at: 477-1828 or usarmy.jblm.i- corps.list.g6-ia@army.mil