



New Mexico Human Services Department

Certification of Sanitizing the Hard Drive
Of
The Computer Indicated Below

Requirement

Per the New Mexico State Auditor concerning the State Audit Rule containing the requirement for sanitizing computer equipment:

"Section 13-6-1 and 13-6-2 NMSA 1978 and the procurement code govern the disposition of fixed assets. Prior to disposing of a computer, an agency shall erase all licensed software and any electronic media pertaining to the agency. The agency will certify in writing the erasure of the hard drive and submit the certification along with the notification of the proposed disposition of property to the State Auditor at least thirty days prior to taking action. The IPA shall test for compliance with this requirement. This is a special requirement of the State Auditor."

Method

Per the State Chief Information Officer:

“Please note that ordinary file deletion procedures do not erase the information stored on hard disks or other magnetic media. Sanitizing erases or overwrites, totally and unequivocally, all information stored on the media. There are three basic approaches:

1. Purchasing and using a commercial degaussing product to erase magnetic disks.
2. Overwriting stored data a minimum of five (5) times. Government research indicates that information may still be available if the data is overwritten less than five times.
3. Reformatting the drives (“FDisking”).”

Note: Method 3 (FDisking) is not to be used for HSD.

Certification

I hereby certify that I have completed sanitation using Method 1 or Method 2 of the hard disk drive listed below (please print, illegible documents cannot be processed):

COMPUTER CABINET/CASE SERIAL NUMBER: _____

HARD DISK DRIVE MANUFACTURER: _____

HARD DISK DRIVE SERIAL NUMBER: _____

Printed Name of
Person Completing
Sanitizing the System: _____

Signature: _____

Date: _____