# Kramden Hard Drive Data Removal Procedure and Process

Kramden receives used IT equipment donations from hundreds of individuals and businesses across North Carolina. As part of these donations, we often receive hard drives that contain owner data.

Data security is important to Kramden and to our donors. Kramden is a NAID (National Association for Information Destruction) member and adheres to industry best practices for data sanitization and destruction. Every hard drive that can be reused goes through our software wiping protocol. Hard drives that are too old or fail our hardware tests will be physically destroyed through one of our R2-certified recyclers. For organizational donations of 20 or more units, a certificate of destruction is available upon request.

## Procedure

Prior to being refurbished or recycled, each donated computer has its hard drive removed. The drives are taken to a secured facility where they undergo data sanitization. Once the data sanitization process is complete, the drives are reused in the refurbishing process. Any drive that does not successfully complete the sanitization process is transferred to an R2-certified recycler for physical destruction.

## Data Removal Tools

Kramden uses specialized software to wipe hard drives clean of data. The process we currently use is known as the DoD (Department of Defense) Short and is a 3 pass system for overwriting data remnants. It uses three passes recommended under the DoD 5220-22.M standard.

Pass 1: Overwrite all addressable locations with a character
Pass 2: Overwrite all addressable locations with previous character's complement
Pass 3: Overwrite all addressable locations with random character and verify

After a drive has successfully completed all three passes, we verify the serial number on the wiping report and a sanitization confirmation label is applied to the drive.

## About Kramden

Kramden Institute, Inc. is a 501(c)3 non-profit organization based in Durham, NC whose mission is to provide technology tools and training to bridge the digital divide. Since its founding in 2003, Kramden has awarded more than 26,000 computers across 81 of the state's 100 counties.