MPD 2810.2
REVISION B
EFFECTIVE DATE: September 28, 2004
EXPIRATION DATE: September 28, 2009

MARSHALL POLICY DIRECTIVE

AD01

CLEANING INFORMATION FROM COMPUTER EQUIPMENT AT MSFC

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DOCUMENT HISTORY LOG

Status (Baseline/ Revision/ Canceled)	Document Revision	Effective Date	Description
Baseline		2/2/00	
Revision	A	5/7/03	Paragraph 1. Purpose. Added clarifying sentence. Updated reference documents. Removed specific reference to contractor company. Changed "Institutional Services Contractor" to "Logistics Services Contractor." Clarified responsibilities and changed "Information Services Department" to "Office of the CIO."
Revision	B	9/28/2004	Document revised to bring it into compliance with the HQ Rules Review Action (CAITS 04-DA01-0387).

1. PURPOSE

The purpose of this Directive is to implement strategic policy for cleaning information from Hard Disk Drives (HDDs) on all computer equipment to be excessed, or designated to be reused, at the Marshall Space Flight Center (MSFC). For the purpose of this Directive, computer equipment includes all Information Technology (IT) equipment that has non-volatile memory; e.g. handheld devices, external hard drives, routers, switches, network servers, network printers, network facsimile devices, desktop computers, and mainframe computers.

2. APPLICABILITY

This Directive is applicable to all MSFC organizations, support contractors, and other supporting organizations, regardless of location.

3. AUTHORITY

NASA Headquarters Letter, Subject: "Removing Data from Computer Storage Devices," dated November 9, 1999, from the Agency Chief Information Officer (CIO), the Associate Administrator for Procurement, and the Associate Administrator for Management Systems.

4. APPLICABLE DOCUMENTS

a. 36 Code of Federal Regulation, Chapter XI, Part B

b. NPR 4300.1, "NASA Personal Property Disposal Procedures and Guidelines"

c. MPR 2810.1, "Security of Information Technology"

5. REFERENCES

MWI 4300.1, "Disposal Turn-Ins/Reutilization Screening"

6. DEFINITIONS

a. Clean. Destroy by degaussing, zeroing out, or other effective methods, the stored data in a manner sufficient to prevent recovery of the information by commercially available means.

b. Excess. Equipment no longer required at MSFC.

c. HDD. Storage media disk commonly used in computers.

d. ODIN. Outsourcing Desktop Initiative for NASA.

e. OCIO. Organizational Chief Information Officer.

f. CIO. Chief Information Officer.

g. Remedial Maintenance. Maintenance to correct a malfunction.

h. Reuse. Equipment to be placed in a reutilization pool for use at MSFC.

7. POLICY

a. All computer equipment shall be certified free of data and programs via MSFC Label 55, "Data Removal Certification Tag," prior to the system being placed in the reuse pool or excessed to the MSFC Property Disposal Officer (Reference MWI 4300.1).

b. Equipment to be excessed, or reused, shall be identified as ODIN, or non-ODIN equipment. Any organization that provides such certifications (7 a.) for non-ODIN Information Technology (IT) equipment shall be authorized to do so in advance by the Logistics Services Contractor. ODIN equipment shall be handled by the ODIN contractor, as part of the Technical Refresh package. Non-ODIN equipment shall be the responsibility of the owning organization; however, the ODIN contractor may be requested to clean hard drives for Windows and Macintosh systems. Personnel in the owning organization may call 4-HELP for technical assistance in cleaning drives.

c. Whole Unit Systems – Equipment removed from MSFC users shall be screened for excess or reutilization in accordance with NPR 4300.1. Prior to excess or reutilization, each item having an HDD shall have all HDDs cleaned. The HDDs shall be cleaned using appropriate cleaning procedures and tools. The individual technician/engineer cleaning the HDD shall affix a MSFC Label 55 on the machine upon completion of the HDD cleaning. The MSFC Label 55 shall contain the following information: date HDD data was cleaned, utility software used, and the technician's signature.

d. Individual HDDs removed during remedial maintenance or replaced during the upgrade program shall also be cleaned prior to excess or reuse. Drives removed during remedial maintenance, or those replaced during the upgrade program, shall be stored until they are cleaned and excessed to the Property Disposal Officer. Every effort shall be made to access and clean data from HDDs removed during remedial maintenance using the same process noted above for the whole unit systems. However, HDDs removed that are damaged shall be removed by the organization's IT technical support staff. The OCIO shall be responsible for processing a NASA Form 1617 (Request for Cannibalization/Modification of Controlled Equipment) to the Property Disposal Officer for disposal.

8. RESPONSIBILITIES

a. MSFC CIO. The MSFC CIO shall appoint OCIOs.

b. The MSFC Office of the CIO, and the Logistics Services Department shall ensure that related procedures and guidelines are established, maintained, and consistent with Agency issuances.

c. OCIO. The OCIO shall ensure all personnel, sensitive, and organizational data are cleaned from storage media (disk) that leaves the organization (Reference MPR 2810.1).

d. MSFC Property Disposal Officer. The MSFC Property Disposal Officer shall provide the OCIO a signed receipt for all excessed equipment when it is picked up from the organization.

9. RECORDS

None

10. MEASUREMENT

None

11. CANCELLATION

MPD 2810.2A dated May 7, 2003

Original signed by
Robin N. Henderson for

David A. King
Director