



Department of Energy

Washington, DC 20585

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MEMORANDUM FOR HEADS OF DEPARTMENTAL ELEMENTS

FROM:

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CHIEF INFORMATION OFFICER

SUBJECT:

Interim Cyber Security Guidance Concerning Disposal
of Computer Storage Media, Including Hard Disk Drives

No hard disk drive or other magnetic computer storage media or device should be sold, donated, or transferred to an off-site contractor or other organization for disposal. In addition, degaussing should not be used as the sole means to purge data from hard disk drives or other magnetic computer storage media or devices. Please reflect this guidance in your Program Cyber Security Plans and implementing procedures, as soon as possible.

This guidance is being issued because of a recent Inspector General report of an incident in which degaussing may not have been fully successful in purging the data on a hard drive. Degaussing normally is expected to make the hard drive unusable. In addition, as a precaution following that incident, inspection of the effectiveness of degaussing at another site has found inadequate purging of data, possibly due to some combination of the degaussing equipment used and the procedures that were employed.

This guidance applies to all DOE organizations and sites, including contractor-operated facilities and sites that maintain disk drives or other magnetic computer storage media on behalf of the Department. The Office of the Chief Information Officer (OCIO) and the Cyber Security Working Group are preparing new, long term cyber security guidance on the disposal of these types of devices. Program Offices should work with their cognizant contracting officer to ensure that any appropriate contractor instructions are provided.

