

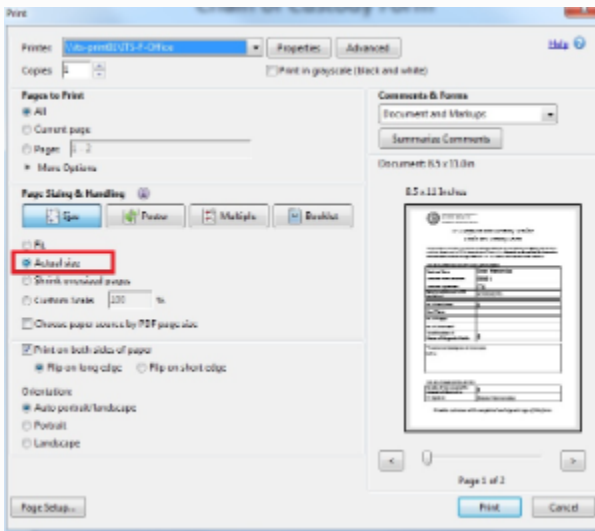
# Degauss & Destroy Media Sanitization Service

Information Technology Service (ITS) offers a free campus service to degauss and destroy select media. This outlines the process campus personnel must follow to securely sanitize eligible computer media. Eligible media is limited to campus-owned magnetic tapes, floppy drives, zip drives, and disassembled hard drives less than 5 3/4 inches (L) x 4 inches (W) x 1 inch (H).

## Step-by-step guide

1. Determine if your media are eligible items as strictly noted above.
2. If items are eligible, complete the ITS Degauss and Destroy Service **Chain of Custody Form**.
3. Call ITS at 58344 to schedule a drop off time or visit the office located in Brotman Hall 188 for walk-in service. You will need to bring your eligible media items and the completed Chain of Custody Form.

If you don't have a ruler or measuring tape, when you print out the **Chain of Custody Form**, the reverse side will provide a template with the actual drawn dimensions of 5 3/4 inches (L) x 4 inches (W) x 1 inch (H). Please note: you must be sure to print out the PDF using the "Actual" size setting to ensure the drawn dimensions are actual size. Click image below.



## Resources

[Electronic Media Sanitization Process](#)

[Information Security Policies, Standards, and Procedures](#)

## Related articles

- [ITS Systems Privileged Access Process](#)
- [Degauss & Destroy Media Sanitization Service](#)
- [Property Survey and Media Sanitization](#)