



Secure Recycling of University Computers

Harvard community members offering computers for exchange or "freecycling" and those who are sending computers to be recycled must ensure that all information, including the operating system, has been securely removed from the disk drive by securely erasing the information or they must destroy the disk drive.

Massachusetts law and Harvard policy require that electronic media containing confidential information be destroyed or thoroughly erased so that such information cannot be read or reconstructed. In addition,

Harvard's license does not permit the transfer of operating systems or other software outside the university.

Applications that provide for secure disk erasure and meet these requirements are available for Windows computers (e.g. proposed FAS standard CMRR Secure Disk Erase <http://cmrr.ucsd.edu/people/Hughes/SecureErase.shtml>).

A secure file erasure function is built into Mac OSX.