As outlined in the draft document provided by the Office of the Associate Vice President for Business Operations, Plant Operations will implement and enforce the following guidelines.

1. Remove all copyrighted material from microcomputers or storage devices before selling them. Leave only the operating system, provided that selling it with the computer is permitted by the relevant licensing agreement.
2. Unless the current major user is purchasing the microcomputer or storage device, and is authorized to retain its contents, remove all other files as well.
3. Where especially sensitive files are concerned, use secure methods to erase the files. Simple deletion is not secure; files that have been deleted can, in many cases, be recovered using readily available tools. Consult your departmental systems administrator for recommendations on secure methods for your systems.
4. Have a departmental representative sign the appropriate form, affirming that the computers or storage devices have been cleared, retaining only the operating system on them if such is permitted by the operating system’s license.
5. If you have an unreadable storage device, mark it as unreadable on the form and send it to Property disposition for destruction. Do not sell it.