

Best Practice

Suggested labels for office devices (i.e., copiers, multifunction devices, facsimile machines, PC and laptop computers, etc.) that may contain a hard drive. Labels may be reworded, sized and printed to fit standard labels.

To determine whether a device contains a hard drive consult the owner's manual for the device, do an internet search of the make and model number, or consult your office administrative staff, local NMCI Liaison/Assistant Contract Technical Representative (ACTR).

This device **DOES NOT**
contain a hard drive.

Verified by: _____ Date: _____

This device **DOES** contain a hard drive and
is **GOVERNMENT OWNED**. Prior to
equipment disposal, resale, or transfer, the
hard drive must be removed and physically
destroyed IAW

DON CIO WASHINGTON DC 221633Z AUG 10.

Signed: _____ Date: _____

This device **DOES** contain a hard drive, is **NON-GOVERNMENT** owned, and is leased from

_____.

Prior to disposal, replacement, or turn-in, the hard drive must be removed and destroyed IAW

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Signed: _____ Date: _____

This device **DOES** contain a hard drive and meets the waiver requirements for physical destruction IAW

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Signed: _____ Date: _____

This laptop contains hardware security controls that render the machine unusable.