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

**DON CIO WASHINGTON DC 22163Z AUG 10.**

Signed: ________________________ Date: __________

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

**DON CIO WASHINGTON DC 22163Z AUG 10.**

Signed: ________________________ Date: __________

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