






<b>Operation/Task:</b>	Disposal of Data in Electronic/Hardcopy Form			<b>Equipment:</b>	NA
<b>Owner:</b>	Vice President of Technology	<b>Date Prepared:</b>	8/7/15	<b>Department Responsibilities:</b>	IT Support
		<b>Revision History:</b>	See last page		

ALERTS (see below): Critical Step  Quality Check  Tip  Team Safety 

**Purpose:** This SOP/work instruction documents procedures for disposal of data in electronic/hardcopy form.

Step #	Alerts	Step Description - "What to Do"	"How to Do it"	"Why to Do it"
1		<b>Collect equipment</b>	<ul style="list-style-type: none"> <li>Secure the equipment in the BP-IDF-B room</li> <li>Remove any local storage drives from system</li> <li>Label the serial number on the HDD spreadsheet and store in the cabinet labeled " Hard Drives"</li> </ul>	
2		<b>Removal of equipment</b>	<ul style="list-style-type: none"> <li>When the Hard drive cabinet is full, call Maxxum for pickup <ul style="list-style-type: none"> <li>Maxxum will pick up pallets and boxes from Brooklyn Park</li> </ul> </li> </ul>	
3		<b>Inventory and reporting</b>	<ul style="list-style-type: none"> <li>Maxxum will inventory the equipment</li> <li>Maxxum will also inventory the serial numbers of the Hard Drives and shred according to industry specifications</li> <li>Maxxum will then upload the results to the company's web portal for review</li> </ul>	
4		<b>Validation</b>	<ul style="list-style-type: none"> <li>IT will validate that the serial numbers of the Hard drives destroyed by Maxxum match the HDD spreadsheet</li> <li>Copies of the validation will then be printed and sent to the VP of Technology for filing.</li> </ul>	

**Notes:**

**Definitions:**

<b>Revision History</b>	<b>Description of Changes</b>	<b>Requested by</b>	<b>Date</b>
Rev 1	Revised SOP to new format	Jon Peters	8/7/15
Rev 2	Added Revision History table	Jon Peters	8/1/16
Rev 3	Revised and updated work instructions	Jon Peters	3/15/19
Rev 4	Corrected spelling mistake, changed gray header date information	Jon Peters	4/13/20
Rev 5	Replaced Compliance and Security Manager with IT Systems Manager Replaced All of IT with IT Support in Department Responsibilities section Removed drill step Removed references to GLS Revised header, font type, font size to be consistent with other SOPs	Mike Starrett	12/30/20
Rev 6	Removed reference to St. Paul in step 2 How To Do It	Eric Crichton	8/30/23
Rev 7	Updated owner to Vice President of Technology	Mike Starrett	11/4/24

