

How to Surplus Hard Drives

Wipe it Before Sending to Surplus

It is the responsibility of university departments to ensure all computer hard drives are free of all data and software before they are transferred outside of the department. Before requesting to surplus any components that contain a hard drive, be sure the data is completely wiped as a precaution. A final data cleanse and inspection of the equipment will happen in surplus by trained Information Technology (IT) staff before any equipment is sold or destroyed through the surplus process.

For more information, contact [Surplus](#), 540-231-5660.