


Chapter:	Information Management	Classification:	Public Document
Subject:	Computer Disposal and Reimaging a Hard Drive		
For:	Entire Division	 <small>Authorized by Executive Director</small>	

1. Policy

- 1.1 It is the policy of the Department of Justice that all government owned computers are sent to Information Communications and Technology Services (ICTS) Surplus when a computer is declared surplus.
- 1.2 It is the policy of Correctional Services that when a computer is reassigned and there are security access issues between the users, the hard drive will be reimaged.

2. Computers to Surplus

- 2.1 Whenever a government computer (desktop, laptop, or tablet) is decommissioned or becomes surplus, the device will be sent to ICTS Surplus and the hard drive will be reimaged by ICTS personnel. Reimaging a hard drive effectively deletes or scrubs all data so that no data remains on a hard drive.
- 2.2 Prior to sending the computer to ICTS Surplus, staff will fill out a request to remove computer or accessories through the ICTS portal. The request is found at: [ICTS Services](#)
- 2.3 All computers shall be delivered to:

 ICTS Warehouse, Surplus
 10 Acadia Street, Suite #4
 Dartmouth, Nova Scotia B2Y 4H3

3. Reimaging a Computer

- 3.1 Whenever a government computer (desktop, laptop, or tablet) changes users, the device will be reimaged by ICTS personnel.
- 3.2 Staff will fill out a request through the ICTS portal. The request is found at: [ICTS Services](#)

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