



## Chuckling your machine...

About Computer Disposal

### At Work

**Departmental machines and laptops are to be returned to the department and disposed through our System Programmer Sherry and then reassigned by supervisors.** State has software to erase all information.

### At Home

If you are disposing of a machine at home you should use either software that can erases all data or when in doubt drill a hole through the hard drive before you dispose of the machine. Giving your old machine to charity **do not** assume that a charitable organization will erase your data for you.