

Preparing Hard Drives for Conversion



Photographic Examples to Prepare Hard Drives for Conversion:

All hard drives designated to be destroyed must be returned to the original condition as received new from the manufacturer. Customers should prepare hard drives by removing all backing plates, mounting bracketing, frames or sledding, and all screws. This includes plastic casing fixed around external type hard drives.

Hard drives with classification markings or identification must be removed or at least marked out with a black permanent marker. The markings should not be distinguished or legible.

***Please note:** The technology in most drives have now progressed CMC to require customers to also remove circuit boards from all hard drives.*This action excludes the Solid State Drives. SSD do not have platters.*

Failure to prepare hard drives to the guidelines listed above and in the [CMC procedures](#) are subject to rejection.



General tools for Disassembly:

- Flat-head screwdriver
- Phillips head screwdriver
- Torx screwdriver
- Safety glasses
- Hand protection
- Battery operated- Screwdriver (if necessary)



One-Inch Hard Disk Drives:



One-Inch Hard Drives with Circuit Boards Removed:



Laptop Hard Drives:



Laptop Hard Drives with Circuit Boards Removed:



Two Inch Hard Drives:



Three Inch Hard Drives



Solid State Drives:

Solid state drives (SSD) are similar in size to a standard hard drive. The drives in this picture are for display purposes only. These drives are excluded from disassembly.

Include the numeric quantity marked for destruction on the CMC receipt



Shipping Preparation:

Once the disassembly is complete the hard drives and circuit boards could be included in the same box. The weight limit for each box is no more than 40 pounds. 1) Use a divider to separate the items, 2) [complete a CMC receipt](#), and 3) attach a self-addressed return envelope (As of October 2015 Military entities do not have to supply postage). Contractors should also attach the approved [CAF](#).

Verify the wrapping method preferred with the organization's security officer prior to shipment to the destruction facility, then seal the box.

Packages must be addressed the appropriate suite found in the [CMC procedures documentation](#) and according to classification.



