May 17, 2010

Following are the procedures followed by OSU Printing and Mailing Services and IKON in providing multi-functional device hard drive security.

1. The smaller Ricoh MFP’s, 113, 151, 171, do not have hard drives.

2. **Hard Drive Encryption** This option provides security for information that needs to be stored on the MFP and reused again. Examples of information that may need to be stored for reuse include administrator and user passwords and address books. The Hard Drive Encryption Option differs from DOSS in that the information encrypted is not destroyed, but locked up so only authorized users may access the information. DOSS destroys data so it cannot be reused. The Hard Drive Encryption Option and DOSS may be used in conjunction and will not interfere with MFP operation.

3. **DOSS** Data overwrite Security System
   This option DOSS overwrites the sector of the hard drive used for data processing after the completion of each job. During the overwrite process, all data is destroyed to prevent recovery. Additionally, DOSS also offers the option of overwriting the entire hard drive up to eight times. This feature may be used at the end of the lease or if the MFP or printer is moved to another department. Overwriting the entire hard drive takes a few hours, and may be added before or after the initial sale.
   
   A) This process is currently used when a MFD leaves the University (overwrite 8 times)
   B) We will use this process when moving equipment from department to department commencing immediately.
   C) This process meets the State of Oregon Guidelines.
   D) This process will be completed in the department before the equipment leaves and we will ask an OSU employee to sign that the process has been completed

4. End of Life Surrender Option, when the department wants 100% assurance of hard drive destruction. This process can be order through a normal service call request or through Printing and Mailing Services at 541-737-4941.
   A) IKON will make a service call to the department, remove the hard drive, and replace with one supplied by the department and the cost is $138.
   B) IKON will make a service call to the department prior to removal of the equipment, remove and replace the hard drive with their drive and the cost is $350