

Approved by Director: Dr. Guy Vallaro

A. Purpose:

To provide the steps taken to wipe all information from target drives used in forensic casework.

B. Responsibility:

CCEEU forensic examiners

C. Definitions/Abbreviations:

Refer to SOP-CC-26 - Definitions and Abbreviations.

D. Procedure:

1. Select a target drive that has sufficient storage capacity to hold the work product that will be produced through the course of the analysis.
2. Connect the target drive using authorized hardware to an authorized computer or by using the internal storage drive(s) in the analysis machine.
3. If using an external target drive, use an authorized wiping utility and following the manufacturer's guidelines, overwrite all information contained on the drive.
4. Using authorized software and following manufacturer's guidelines, partition and format the wiped target drive.
5. Create folders on the target drive to organize the work product.

Note: A target drive may only contain material from a single case.