

Hernando School Districts Equipment Return Hard Drive Security Protocol

Ricoh's Erase All Memory Function:

Ricoh's Erase All Memory function overwrites the contents of every region of the drive and initializes the contents of the NV-RAM on the controller as well as the Smart Operation Panel (SOP) in many devices. This renders all data in the internal storage virtually unreproducible and is mainly used at the end of lease of a machine, when a rented machine is returned, or when a machine is discarded. There are up to five possible patterns to choose from when initiating the Erase All Memory function:

- NSA – three (3) passes; twice with random numbers and once with zeros, as defined by the United States National Security Agency (NSA)
- DoD (5220.22-M) – three (3) passes; a random number, then by its complement, then by another random number, as defined by the United States Department of Defense (DoD)
- Random Numbers – multiple (1-9 selectable configuration) passes of random numbers
- BSI/VSITR – Seven (7) passes with the following patterns: 0x00, 0xFF, 0x00, 0xFF, 0x00, 0xFF, 0xAA, defined by the German government
- Secure Erase (ATA) – Data is overwritten using an algorithm that is built into the drive itself

Once completed, most recent models can output a paper confirmation page, including the Model Name, Serial Number, Data/Time, and Erasing Method.

The District will be provided a signed certificate from Ricoh once all the erase functions are completed.

CUSTOMER

Signature: _____
Name: _____
Title: _____
Date: _____

RICOH USA, INC.

Signature: Robert Griffin
Name: Robert Griffin
Title: Regional Vice President
Date: 7/10/25

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Approved as to Content & Form

Caroline Mockler, Esq.

Staff Counsel, HCSD

12:25 pm, 07/10/2025