



## Consulting Services

- Cost comparisons
- Application selection
- Security Best Practices
- Technology discussions

## Product Selection & Purchasing

Desktops, laptops, servers, and printers.

## Team

- On-boarding / exit checklist
- Security Policies

## New Office, relocation, expansion

## Asset disposal



## Items to consider when moving into a new office, relocating, or expanding

- Floor layout
- Outside door access control (keyed, keypad, card)
- Air conditioning / server
- Furniture, chairs, pictures
- Kitchen Microwave, refrigerator
- Office lighting, windows
- Fire extinguisher(s), sprinkler system
- Alarm system
- Security Camera(s)
- Phone system / phones / VOIP / answering service / call forwarding
- Internet Service Provider closet
- Network wired & wireless
- Small / large local and network printing / copying / fax
- Electrical power / UPS / Powerstrips
- Cable TV,TV
- Laptop, desktop, tablet, and cell phones
- Office supplies (trash cans, paper, etc)
- Individual office space keyboards, mice, monitors, files, staplers, etc.



## Asset Disposal

### Hard Drive Destruction/Wiping:

**Best** – (Least expensive \$46-\$90) The only 100% solution is to have the hard drive shredded. This cost is around \$6-\$25 per drive to shred, and \$12-\$50 per drive for on-site shredding (10+). Both shred options come with a scan of the serial numbers of the hard drives, and an Asset Destruction Report with the Certificate of Destruction. NIST SP 800-88, HIPAA, FERPA, FACTA, SOX Compliant (Customizable data destruction available).

**Better** – (Moderate \$80-\$120) If the hard drive is functional we can use a program to format the drive using a command like: Format C: /p:3 And this leaves the computer non-functional from an operating perspective. This wipes the hard drive and you no longer have operating system software or programs left on the hard drive.

**Good** – (Most expensive \$95-\$285) We use a free product from Nirsoft called ccleaner and together we delete the files and folders you no longer require. Once we have looked around and identified that everything has been deleted we use the wipe free space option. A simple Overwrite (1 pass), Advanced Overwrite (3 passes). The other options are no longer required as detailed in the following link and include the Complex Overwrite (7 passes), Very Complex Overwrite (35 passes).

<https://www.howtogeek.com/115573/htg-explains-why-you-only-have-to-wipe-a-disk-once-to-erase-it/>

The computer is functional with Microsoft windows and the programs you decided to leave on the computer.