**UPGRADE/DOWNGRADE PROCEDURE RECORD**

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**UPGRADE**

1. Clear area of unauthorized persons and verify classified processing sign is posted.
2. Obtain classified media from approved storage.
4. Install classified drives.
5. Boot system.

**DOWNGRADE**

1. Verify classified material has been removed from printers.
2. Verify classified hard drives and media are removed and properly stored.
3. Shutdown/power down system for 30 seconds.

Note: The Upgrade/Downgrade Procedure Record is a template. Industry should modify the template to comply with any additional and/or contractual requirements necessary to secure the system.