INSTITUTE OF TECHNOLOGY

COMPUTER DECOMMISSIONING/SANITATION FORM

RELEASING CUSTODIAN NAME and NUMBER	DATE (MM/DD/YYY)
Choose from drop down menu	

PREPARED BY	TRANSACTION NUMBER	ADDRESS/EXTENSION
		OSUIT: 1801 E 4th St., Okmulgee, OK 74447; 918.293.5236

HARD DRIVE STATUS CODES:

1. **DECOMMISSIONED/SANITIZED & REINSTALLED FOR INTERDEPARTMENTAL TRANSFER ONLY**
2. **REMOVED & DESTROYED (RECOMMENDED)**
3. **REMOVED, DECOMMISSIONED & HELD BY DEPT. OR IT DESKTOP SUPPORT**
4. **NO HARD DRIVE**

ASSET TAG NO(S)	COMPUTER MAKE, MODEL, SERIAL NUMBER - ALL INFORMATION REQUIRED	HARD DRIVE STATUS

FOR INFORMATION ON SURPLUSED COMPUTERS CONTACT:

NAME: EXTENSION: EQUIPMENT LOCATED AT:

DO NOT WRITE BELOW THIS LINE. FOR COMPUTER SERVICES USE ONLY!

I DO HEREBY CERTIFY THAT ALL DATA AND SOFTWARE HAS BEEN PURGED OR THE HARD DRIVE(S) HAVE BEEN HANDLED ACCORDING TO THE INDICATED STATUS CODE FOR THE COMPUTER EQUIPMENT LISTED ABOVE AND IS READY FOR TRANSFER TO THE PHYSICAL PLANT SURPLUS WAREHOUSE. ANY HARD DRIVE WITH A STATUS CODE OF 2 HAS BEEN DESTROYED IN ACCORDANCE WITH POLICY.

DESTRUCTION WITNESSED BY **NUMBER OF HARD DRIVES DESTROYED**

COMPUTER TECHNICIAN/SUPPORT STAFF DATE DEPARTMENT HEAD OR dESIGNEE DATE