

COMPUTER DISPOSAL CERTIFICATION FORM

TO:
Facilities Moving Services

FROM: _____ Department
_____ Building/Room
_____ Phone Number

This certification form must be taped to the equipment identified below prior to Moving Services picking up the items. Moving Services will not remove the equipment without the completed Computer Disposal Certification Form.

Inventory Number: _____

_____ Check here if non inventory item

Serial Number: _____

Name Brand: _____ **Model:** _____

_____ Check here if equipment is inoperable and hard drive was physically damaged as required by procedures at link below.

By signature below, I certify that readable data on this equipment has been removed in accordance with the Georgia State University standard entitled "Secure Disposal or Re-use of Information Systems Equipment" and the procedure entitled "Erase Data Prior to Equipment Surplus or Re-Purposing". I further certify that I am authorized by my College/VP area to execute this Computer Disposal Certification Form. The Policy and related procedures can be accessed on the web at:

<http://www2.gsu.edu/~wwwccs/doc/uccs/policy/pol/mininfosecurityenviron.htm>

College/VP Area: _____

Department Signature: _____

Printed Name: _____

Date: _____

Note: Facilities Moving Services must provide the completed form to the Georgia State University Surplus Property unit when delivering the items to surplus. Surplus Property will not accept computer equipment without the completed certification form. The permanent record for these certification forms will be maintained by Surplus Property.