Transfer of Computing Equipment for Disposal by IU Surplus Stores, Bloomington Campus

The protection of institutional and personal data is all employees' responsibility. Therefore, all departments must ensure that such data is appropriately disposed of when no longer required for business purposes; this includes shredding paper documents and appropriately deleting electronic files.

All storage devices, including hard drives or other computer-related media, must be wiped completely clean before being sent to IU Surplus Stores. This includes all files, software applications, and operating systems.

For more information about securely removing data from hard drives, visit:
https://protect.iu.edu/cybersecurity/data/secure-removal

Departments are responsible for this documentation attesting that hard drives and any other storage devices have been wiped clean of all data prior to forwarding to IU Surplus Stores for disposal.

The _____ Department has wiped all data from any storage device associated with the computing equipment transferred to IU Surplus Stores for disposal.

_____
Signature

_____
Printed Name

_____
Date

List the serial number of each unit below:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____