Certification of Secure Deletion or Hard Drive Forfeiture for Copier/Multi-function Device

Use this form to document how the MFD hard drive was securely deleted or forfeited to the department in the following scenarios. Check Appropriate Box:

☐ disposal           ☐ transfer to another dept   ☐ external sale   ☐ return demo drive replaced on-site
☐ off-site repairs   ☐ trade-in/swap by vendor   ☐ external donation  

Department or Unit Name: ______________________________________________________

Vendor Business Name: _______________________________________________________

Vendor Contact Name: ________________________________________________________

Vendor Phone: _______________________________________________________________

Unit Make/Model: ______________________ Asset Tag No.: _______________________

Manufacturer Serial No.: ______________________ Hard Drive Serial No.: __________

Hard Drive Encrypted? ☐ Yes ☐ No

Vendor: Please complete section A, B, or C as appropriate

SECTION A: SECURE DATA OVERWRITE CONDUCTED BY VENDOR

Secure Overwrite conducted ON PREMISES and validated on this Date: ________________

Name and affiliation of person who conducted the overwrite: ___________________________

Contact Phone #: _______________________________________________________________

I completed a Secure Overwrite as stated on the date above:

Signature: ___________________________________________________________________

SECTION B: NO HARD DRIVE PRESENT

No hard drive existed on this device.

Signature: ___________________________________________________________________

SECTION C: SECURE DATA DESTRUCTION BY DEPARTMENT

The disk for the model referenced above could not be cleansed on site. The disk was left with the customer for manual overwrite and/or physical data destruction by University Asset Recovery Services. Hard drive was removed and given to department on this date: __________________________

Disk Released by: _______________________________________________________________

Vendor Technician Signature: _____________________________________________________