

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
- ☐ off-site repairs
- ☐ trade-in/swap by vendor
- ☐ external donation
- ☐ drive replaced on-site

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: _____

