Print Form

DGS CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Certification for Computing Media Sanitation

Date _____

Department Name _____

Agency Document # _____ DGS Document #_____

This document certifies the removal or destruction of data on computing devices with digital memory and storage capacity. Information systems capture, process, store, and transmit information using a wide variety of media such as, but not limited to, magnetic tapes, flash drives, personal computers, personal digital assistants (PDA), cell or smart phones, multifunction printers, workstations and laptops. These media may require special disposition in order to mitigate the risk of unauthorized disclosure and ensure the confidentiality of information.

List **each** item submitted for disposal and operation performed for secure disposal.

Item Description (make /model)	Serial Number	Operation Performed Verification	Final Disposition
		☐Clear ☐Purge ☐Destroy ☐Other_____ Conducted by_____ Validated by_____	☐Disposed ☐Reuse Internal ☐Surplus External ☐ Returned to Manufacturer ☐ ☐other_____
		☐Clear ☐Purge ☐Destroy ☐Other_____ Conducted by_____ Validated by_____	☐Disposed ☐Reuse Internal ☐Surplus External ☐ Returned to Manufacturer ☐ ☐other_____
		☐Clear ☐Purge ☐Destroy ☐Other_____ Conducted by_____ Validated by_____	☐Disposed ☐Reuse Internal ☐Surplus External ☐ Returned to Manufacturer ☐ ☐other_____
		☐Clear ☐Purge ☐Destroy ☐Other_____ Conducted by_____ Validated by_____	☐Disposed ☐Reuse Internal ☐Surplus External ☐ Returned to Manufacturer ☐ ☐other_____

☐ Additional pages attached.

The Department guarantees any information on the device is irretrievable and complies with State Administrative Manual Section 5100.

The DGS will audit the destruction of confidential information by review of items submitted for disposal to the Office of Surplus Property Reutilization. This surplus disposal process complies with State Administrative Manual Section 5300 in the managed protection of information assets and reporting incidents of inappropriate disclosure or access through the asset's life cycle.

Certified by: _____ _____

Manager Signature Print Name and Title

Phone: _____ Address:_____

Email: _____ _____

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Instructions for Completing the Form

State agencies and employees are reminded to follow the formal disposal and surplus process and securely remove old data using a secure wipe program for information technology equipment BEFORE releasing state equipment for recycling. State policy, State Administrative Manual Section 5953, speaks to the agency's responsibility for disposal of IT supplies, paper goods, and magnetic media, specifically SAM 5320.5 and 5320.2.

When the form is completed and signed please fax to (916) 928-4644 attention Norman Cottman or Jeff Jones. Once the form is received, the Office of Surplus Property Reutilization will review and approve Property Survey Reports (Std. Form 152) containing any potentially sensitive information technology equipment. If disposition code 8 is used, a copy of this form will need to accompany the delivery to the Surplus Property warehouse.

You may also want to refer to the following for additional information and guidance:

http://www.cio.ca.gov/OIS/Government/policy.asp

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Page ____ of ____ (Cont'd list of items) Dept. Name _____ Date_____

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