



TEXAS A&M

HEALTH SCIENCE CENTER

**Data Disposal Certification**  
**Texas A&M Health Science Office of Information Technology**

The Texas A&M Health Science Center is required to certify that all data contained on the hard drive of any computer (such as desktop, laptop, server) or any other storage device has been completely erased before the computer is transferred or sold, whether to a department outside of the HSC, to another state agency, to an outside entity or individual, or to the Texas A&M HSC Surplus Office. The hard drive's software will be deleted by "low-level" re-initializing the drive or by using a Department of Defense disk sanitation utility. This requirement will prevent the use of an "unerase" utility to recover software or other data from a hard drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold. If you have any questions regarding this policy or the procedures described, please contact the HSC Help Desk at 800-799-7472.

**I, the undersigned, certify that the computer equipment identified below either does not work, does not contain a hard drive or contains a hard drive that has been irreversibly erased of all software and data as indicated.**

\_\_\_\_\_  
Printed Name of Person Who Sanitized the Drive

\_\_\_\_\_  
Work Order Number

\_\_\_\_\_  
Technician's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
FAMIS Department Code & Name

Asset Number	Does Not Work	No Hard-Disk Drive	Hard-Disk Drive Erased

**OIT release of equipment**

The above equipment was released as indicated to the individual below.

\_\_\_\_\_  
Recipient's Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Recipient's Signature