

## Asset Management - Electronic Data/Media Sanitization Release for Destruction Form

This form is required to be attached to a **Request for Property Survey Form** or a **Property Transfer Request Form** for any equipment containing storage media. As per CSU policy.

Received From: \_\_\_\_\_ (Department Administrator Name) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Department) \_\_\_\_\_ (Extension) \_\_\_\_\_ (Email Address)

Signature: \_\_\_\_\_ Asset Management Notified: Yes  No

Property Asset Tag or (Equipment Serial No.)	Description (Makes/Model/Type)	Reason

Received By: \_\_\_\_\_ (IT Staff Member - Name) \_\_\_\_\_ (Extension)

IT Staff Member Signature: \_\_\_\_\_

**Sanitization/Destruction Method:**

Remove Internal Media for Destruction:       Data Wipe and Return Media:       Destroy Media:

Completely Wipe and Destroy Device:       Other (Instructions):

**Additional Comments:** \_\_\_\_\_

\_\_\_\_\_

IT Asset Management Approval: \_\_\_\_\_ (Name) \_\_\_\_\_ (Extension)

IT Approval Signature: \_\_\_\_\_

Destruction Date: \_\_\_\_\_