Tracking Document for a Cleaned Electronic Storage Device

Date: ________________________________

School/Department: ________________________________

I hereby certify that the electronic storage device listed below has been cleaned of all Vanderbilt information and licensed software according to the following procedure (check one):

[ ] Destroyed the information on the hard drive or media by first reformatting it and then running the following additional utility: ________________________________
   (tools available at: http://www.vanderbilt.edu/its/security/safe_tools.php)

[ ] Removed the hard drive or other media to secure it indefinitely.

[ ] Removed the hard drive or other media and physically destroyed it.

[Must be signed by administrator or designee.]

Name (printed): ________________________________

(signed): ________________________________

Electronic storage device information:

Manufacturer: ________________________________

Device type (CPU, PDA, etc.): ________________________________

Model #: ________________________________

Serial #: ________________________________

Processor: ________________________________

Year purchased (if not known, approximate): ________________________________

Is the device functional?  □ YES  □ NO

Please list any accessories or peripherals that are included:

________________________________________________________________________

________________________________________________________________________

Are all pieces functional?  □ YES  □ NO

If no, please explain: ________________________________

________________________________________________________________________

________________________________________________________________________

This device is being transferred to: ________________________________

(e.g., Storage and Services, Virtual School, etc.)