



Title	Inventory Control				
Program	Finance				
Status	Approved		Policy Number	FSMO 0805	
Origin Date	10/14/2006	Revision Date	4/15/2008	Revision Number	3

Information Services Disposal Adherence Form

All equipment that contained confidential information must be cleared of such information using one of the following options prior to disposal (whether donating to 3rd party or total disposal):

1. Total destruction of the component that contains data storage capacity (e.g. hard drive, flash drive, etc.). Total destruction means that the component's storage apparatus (i.e. platters of a hard drive) must have no potential for reconstruction of any level. Examples of appropriate ways to destroy components are:
 - a. Shredding 3 times, each at a different angle
 - b. Burning until storage apparatus is totally destroyed (ashed)
 - c. Grinding until storage apparatus is totally destroyed (pulped)

2. Using a software package that deletes all data (via at least 3 passes) and places a character (such as "1") as a place holder. **PRIOR APPROVAL MUST BE GAINED AND FSMO I.S. STAFF MUST BE PRESENT**

NOTE: Prior approval to dispose must be granted by FSMO

Item Description	FSMO Tag	Disposal Permission? (Yes MUST be the answer)	Data Destruction Type (Enter "1" or "2")

By signing this agreement you are stating you have complied to this disposal protocol. FSMO reserves the right to inspect any device to assure appropriate adherence to this protocol.

Agency Representative Date

FSMO Representative Date

ANNUAL INVENTORY FORM (EXAMPLE)

Date of Inventory: _____

Fiscal Year: _____

Inventory Team: _____

ID	Description of Item	Model Number	Serial Number	Date of Acquisition	Original Cost	Location	Disposition	Funding Source
----	---------------------	--------------	---------------	---------------------	---------------	----------	-------------	----------------

REQUEST FOR DISPOSAL OF INVENTORY ITEM

CMO/Program		Date of Request	
Contact Person		Telephone #	

TO BE COMPLETED BY CMO/ PROGRAM				FOR FSMO USE ONLY	
Description of Item	FSMO ID Tag number	Current Location of Item	Reason for Disposal Request	Approved/ Denied	Comment

Approval / Denial Signature:

Print Name/Title

Signature

Date