

Hard Drive & Magnetic Media Destruction Request Form

Name:	Department:
Phone:	Building:
Email:	Room#:

List of Media to be destroyed

If you have more than 5 items, please submit up to 45 more on page 2 of this form.

Have more than 50? Email: erase@umass.edu.

Item #	Type	Brand	Model	Serial number
	hard drive, tape, floppy, etc.			or other identifying information
1				
2				
3				
4				
5				

Please return the media to me after it has been destroyed so I can validate its destruction.

By signing this document, Departmental Representative verifies:

They have read and agree to the Terms of Service (page 3).

They are authorized to request destruction of the items listed above.

The items listed were delivered to a UMass Amherst IT representative.

The listed items are intended to be destroyed, and cannot be returned to the submitting department with data intact under any circumstance.

Original of this form to be kept by department; copy of signed form required for IT records.

Date of media collection: _____

Dept. Rep. Name Printed

Dept. Rep. Signature

IT Rep. Name Printed

IT Rep. Signature

NOTES:

Hard Drive & Magnetic Media Destruction Request Form - additional media.

Item #	Type	Brand	Model	Serial number
	hard drive, tape, floppy, etc.			or other identifying information
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7				
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Hard Drive & Magnetic Media Destruction

IT will not assume responsibility for sensitive data present on media collected for destruction.

IT cannot validate that all data has been completely erased from submitted magnetic media.

IT will follow industry standard guidelines for destruction of magnetic media that should ensure the complete erasure of data.

IT will handle and store all magnetic media submitted for destruction as if it contains sensitive data.

Once IT collects magnetic media, the data on the media should be considered to be destroyed and completely unrecoverable.

If you have any questions, concerns, comments or suggestions, please email erase@umass.edu

*Please submit Page 1 and 2 **ONLY** with media for destruction. Keep this page for your records.*