

OCIO Media Destruct Form

This form is to stay with the drive, all the way to destruction.

Date Media Replaced _____

Drive Manufacturer/Serial # _____

Hardware Technician Name _____

Check One: Vendor OCIO

501/DOTComm Authorized Personnel:

Accumulative Number from Destruct Log _____

Signature _____ DATE _____

Delivery to 501 Building, Lincoln – Operations:

Delivered by: _____ DATE: _____

Delivered To: _____ DATE: _____

Serial Number Verification (circle one): Matched Did Not Match

OPS Personnel locks drive(s) and form(s) in the Secured Storage, then sends notification to Drive Owner and the OCIO Logistics Manager

(Drive Owner: if Vendor is checked above, send notification to Mainframe Team Manager; if OCIO is checked above, send notification to Open Systems Manager)

Personnel Taking Drive to Shredder: _____ DATE _____

Operations Personnel Witness: _____ DATE _____

All materials were brought to end of life in an environmentally safe manner in accordance with EPA Guidelines.