

COMPUTER RELEASE FORM

In accordance with the new policy and procedure set by the State of Arkansas all computers, laptops and data storage equipment must be overwritten prior to being surplus, to assure that no University of Arkansas data can be retrieved from this equipment. Equipment must be overwritten with the state approved software.

Check: Norton System Pro Clean Drive Unishred Pro

Computers, laptops and data storage equipment that are inoperable must have the hard drive removed and taped to the computer case. Hard drives may be removed and used to maintain other equipment in the department. Please list below the computers, laptops and data storage equipment that has been submitted into the online Surplus System for pick up.

UA Tag	Make	Serial Number	Process

Please have your departmental computer technician sign that each item has either been overwritten, is inoperable or that the hard drive has been removed and retained to maintain other equipment in the department.

Please fax the completed "Computer Release" form to the Surplus Warehouse Manager, Wenoah Goodson, 5-4331. The signed computer release form will assure the pick up all items. Copies of the software certification and the "Computer Release" form must be kept on file in the department for five years.

DEPT COMPUTER TECH.

Signature

BUNIT

Date