State of Alaska
Media Disposal Assurance Form

State of Alaska Service Desk • Statewide phone 888-565-8680
Statewide fax 866-561-1855 • Email: soa.help.center@alaska.gov

- Surplus
- Destruction
- Other: ____________________________

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<tr>
<th>Technician Contact Information</th>
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<td>Department/Division:</td>
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<th>Computer or Drive Information (or attach list)</th>
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<tr>
<td>Computer Make:</td>
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<th>Supervisor Contact Information</th>
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<tr>
<td>Supervisor Name:</td>
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<th>Property Information</th>
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<td>Property Control Tag #:</td>
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Terms and Conditions

The State of Alaska requires all electronic media to be cleaned, with a wipe utility that prevents the recovery of any State data from device, prior to being processed as surplus or destruction. A DoD 5220-22.M compliant wipe utility is provided by ETS/Security:

ftp://ftpguest@transfer.state.ak.us/diskcleaner/dban-2006042900.iso

ftp://ftpguest@transfer.state.ak.us/diskcleaner/erace1_0.iso (used for solid state hard drives – only 1 wipe required)

The State further requires:

Surplus of Devices:

Note: Equipment shall not be transferred as surplus until approved by the State Property Manager via Inter-Departmental Property Transfer Authorization and Report – Form 02-622

- A three (3) pass random wipe, where each sector of a disk is erased and written to a minimum of three times
- Technician completes and signs/dates the Media Disposal Assurance Form
- The Technician’s supervisor completes and signs/dates the Media Disposal Assurance Form
- A copy of the signed/dated Media Disposal Assurance Form and Inter-Departmental Property Transfer Authorization and Report – Form 02-622 are sent to the State Property Manager for review and approval/disapproval prior to transfer of equipment

Destruction of Devices:

Note: Equipment shall not be destroyed unless unserviceable and approved by the State Property Manager via an FD in IRIS (if property is tracked in IRIS) or Property Salvage/Destruction Request – Form 02-610 (if property is not tracked in IRIS)

- A three (3) pass minimum random wipe, where each sector of the disk is erased and written to a minimum of three times
- Or
- The device destroyed in such a manner that the media is not recoverable
  - removal of media – magnetic media cut or severed
  - hard drives – magnetic platters drilled or removed and broken

Note: Hard drives shall not be destroyed unless a method of erasure is not possible. Personnel must destroy hard drives using an approved technique sufficient to prevent retrieval of information from hard drive

- Technician completes and signs/dates the Media Disposal Assurance Form
- The Technician’s supervisor completes and signs/dates the Media Disposal Assurance Form
- A copy of the signed/dated Media Disposal Assurance Form (1) is attached to the FD document in IRIS (if property is tracked in IRIS) or (2) is attached to the Property Salvage/Destruction Request – Form 02-610 (if property is not tracked in IRIS) and sent to the State Property Manager for review and approval/disapproval prior to destruction of equipment

I hereby certify the terms/conditions for the Media Disposal Assurance Form have been met for the device(s) listed above

Technician Name (Print): ___________________________ Signature: ___________________________ Date: __________

Supervisor Name (Print): ___________________________ Signature: ___________________________ Date: __________

Revised: 3/4/2016