



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: _____

Technician Contact Information

Department/Division:	Technician Name:	Phone #:
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Computer or Drive Information (or attach list)

Computer Make:	Computer Model #:	Computer Serial #:	Drive Model #:	Drive Make #:	Drive Serial #:
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Supervisor Contact Information

Supervisor Name:	Phone #:	Date:
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Property Information

Property Control Tag #:	TAR #:
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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:

<http://ftpguest.ftpguest@transfer.state.ak.us/diskcleaner/dban-2006042900.iso>

<http://ftpguest.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: _____