VANDERBILT UNIVERSITY

Tracking Document for Electronic Devices

Date: _____ School/Department: _____
Location(Bldg-Room #): _____ Cost Center: _____
Contact: _____ Phone: _____

I hereby certify that the electronic storage devices listed below has been cleaned of all Vanderbilt information and licensed software according to the following procedure (check one):

[ ] Destroyed the information on the hard drive or media by first reformatting it and then running the following additional utility: _____
(tools available at: http://ncs.mc.vanderbilt.edu/...)

[ ] Removed the hard drive or other media to secure it indefinitely.

[ ] Removed the hard drive or other media and physically destroyed it.

[*Must be signed by administrator or designee.*]

Name (printed): _____

(signed): _____

Manufacturer	Device Type (CPU, PDA, Laptop...)	Model #	Serial #	Peripherals	Functional (Y/N)	Surplus (Y/N)	Storage (Y/N)	Transferred (Y/N)	Recipient