

**THE TEXAS A&M UNIVERSITY SYSTEM  
SYSTEM ADMINISTRATIVE AND GENERAL OFFICES**

**TRANSFER OF COMPUTER EQUIPMENT FORM**

System Administrative and General Offices (SAGO) is required to certify that all software and data contained on the hard disk drive of any computer (notebook, micro, mini or mainframe) has been irreversibly erased before the computer is transferred to A&M Surplus or transferred to an entity outside of the A&M System. The hard disk drive's software and data should be erased by "low level" reformatting the drive or by using a Department of Defense-type option, such as "WIPEINFO" that is part of the "Norton Utilities." This requirement will prevent the use of an "unerase" utility to recover software or other data from a hard disk drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold.

If you have any questions regarding the erase procedure, please contact SAGO microcomputer and network support personnel.

**THIS FORM MUST BE COMPLETED AND SIGNED BY THE PERSON WHO WIPED THE HARD DISK DRIVE AND MUST BE ATTACHED TO THE CORRESPONDING PROPERTY TRANSFER FORM (SC-906) WHENEVER COMPUTER EQUIPMENT IS TRANSFERRED TO A&M SURPLUS OR AN ENTITY OUTSIDE OF THE A&M SYSTEM.**

I, the undersigned, certify that the computer equipment identified below either does not work, does not contain a hard disk drive or contains a hard disk drive that has been irreversibly erased of all software and data as indicated.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Department

\_\_\_\_\_  
Name, Printed or Typed

\_\_\_\_\_  
Phone Number

ASSET NUMBER	DOES NOT WORK	NO HARD DISK DRIVE	HARD DISK DRIVE ERASED
1 _____			
2 _____			
3 _____			
4 _____			
5 _____			