

## Form for Computer Disposal at Rice University

---

All devices (computers, hard drives, flash drives, printers, etc) capable of storing information must be purged of all information (user data, software licensed to the University, etc) before the transfer of ownership. This includes devices both being transferred from one department to another and those leaving the campus through the Rice Greensheet or recycling.

**Before any computer is disposed of (put on the Rice Greensheet, electronically recycled or leaves the campus permanently by other means) it must be cleaned by one of the following methods. Each computer must have this form completed and attached before disposal.**

The following computer has been electronically cleaned of all data, including software, by the following method:

My IT Support Representative cleaned the computer

*IT Support: Information Technology-supported procedures (Boot CD, etc)*

*IT Support: Using another three-pass method described here:*

---

---

I removed the hard drives and brought them to the Mudd Operations Center

*Operations: Using the data cleaning system ('squeegee')*

*Operations: Information Technology-supported procedures (Boot CD, etc)*

*Operations: Using another three-pass method described here:*

---

---

I cleaned the computer by:

*Using Information Technology-supported procedures (Boot CD, etc)*

*Using another three-pass method described here:*

---

---

---

### Device Information

Description of Device (make, model, hostname, etc):

---

---

---

Rice Asset Tag (if available)

---

---

---

---

For more information, contact the Information Security Office by emailing [security@rice.edu](mailto:security@rice.edu).