

TRANSFER OF COMPUTER EQUIPMENT

Effective January 15, 2000

Effective January 15, 2000, Prairie View A&M University will be required to certify that all software contained on the hard-disk drive of any computer (personal, mini, or mainframe) has been completely erased before the computer is transferred to Surplus Property or to another governmental entity. The hard-disk drive's software should be deleted by "low-level" reformatting the drive or by using a Department of Defense type option, such as "WIPEINFO" that is on "The Norton Utilities." This requirement will prevent the use of an "unerase" utility to recover software or other data from a hard-disk 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 procedures described, please contact Sonceria Johnican, or Sceffers Ward at 2913.

THIS FORM MUST BE COMPLETED AND SIGNED BY THE DEPARTMENT'S ACCOUNTABLE PROPERTY OFFICER OR ALTERNATE ACCOUNTABLE PROPERTY OFFICER AND MUST BE ATTACHED TO THE CORRESPONDING PROPERTY TRANSFER FORM THAT A DEPARTMENT PREPARES WHENEVER COMPUTER EQUIPMENT IS TRANSFERRED OR SOLD.

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

Inventory or Serial Number	No Hard-Disk Drive	Hard-Disk Drive Erased
1 _____	_____	_____
2 _____	_____	_____
3 _____	_____	_____
4 _____	_____	_____
5 _____	_____	_____

Name (Typed or Printed)

Department/Phone Number

Signature

Date