

# Electronic Media Data Removal Confirmation Instructions

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## Background

The [Asset Disposition Policy](#) addresses the disposition and transfer of university owned assets. Under specific circumstances equipment may be transferred to another entity. An example of this type of transfer; a Principal Investigator (PI) relocates to another institution, the PI may be permitted to transfer the equipment from their ongoing grants or contracts. Prior written approval of [Sponsored Research Services](#) and appropriate contractual agreements must be in place prior to the transfer. Questions and concerns regarding equipment transfers should be addressed with the [Office of Asset Management](#).

## Completing This Form

Per the Data Governance and Classification Policy sharing of Restricted or Controlled data outside of the university is not permitted without appropriate approval. The attached form is used to document that the transferred device does not contain Restricted or Controlled university data.

This confirmation form must be approved by the appropriate individual who is either a dean, department head, vice president or their designee. Once signed, this form is maintained by the transferring department.

Prior to completing the form and prior to being transferred, the computing device may need to be securely erased. Follow the [Electronic Media Sanitization Standard](#) for assistance in securely erasing Controlled and Restricted data.

The attached confirmation form does **NOT** authorize someone to transfer or remove equipment from the university. This form **ONLY** confirms that no Restricted or Controlled data is on the dispositioned or transferred device. For guidance on when it is permissible for any device or equipment to be transferred or removed from the university, contact the [Office of Asset Management](#).

## Related Links

Asset Disposition Policy

[http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/assetdisp\\_pol.pdf](http://www.uc.edu/content/dam/uc/af/financialpolicies/Docs/assetdisp_pol.pdf)

Office of Asset Management

<http://www.uc.edu/af/controller/asset.html>

Electronic Media Sanitization Standard

[http://www.uc.edu/content/dam/uc/infosec/docs/Standards/Electronic\\_Media\\_Sanitization\\_Standard.pdf](http://www.uc.edu/content/dam/uc/infosec/docs/Standards/Electronic_Media_Sanitization_Standard.pdf)

Sponsored Research Services

<https://research.uc.edu/support/offices/srs/overview>

Surplus Management

<http://www.uc.edu/af/controller/surplus.html>

## Electronic Media Data Sanitization Confirmation Form

This form is used to verify that computing equipment removed from the university does **NOT** contain any Controlled or Restricted data.

I certify that I, \_\_\_\_\_, have read and understood UC Office of Information Security policies, specifically the UC [Data Governance & Classification Policy](#). I understand that UC owned intellectual or research data is considered to be Controlled, and in some circumstances Restricted data per the above-mentioned policy. Furthermore, I certify that no Restricted or Controlled data is stored on the computer equipment and/or any other electronic device that is being transferred or removed from the university, particularly from the department of \_\_\_\_\_, upon my separation/retirement.

Description of electronic device(s):

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Signature: \_\_\_\_\_ Date: \_\_\_\_\_

The department of \_\_\_\_\_ has no objections to ownership transfer of the computer equipment and/or any other electronic device from the department to \_\_\_\_\_.

Department Chair: \_\_\_\_\_ Date: \_\_\_\_\_