**Confidential and Sensitive Data**

Each agency is responsible for the removal of sensitive data from any item sent to the State Surplus Property Agency. Per ITS Statewide Security Manual Standards 050701 and 030903, NC Administrative Code 01 NCAC 43A.0201, and General Statutes 143-64.01 and 143-64.04, the owning agency shall clear all data from surplus items prior to disposal.

***Computers, Faxes, Scanners, Printers, Copiers, Cell Phones, and all other digital storage devices:*** It is preferred that agencies leave RAM and hard drives intact, and if you choose to, you may use a “wipe-out” utility to erase software and clean hard drives. Physically damaging systems to ensure digital security renders electronics worthless and should only be a last resort. Laptops should be disposed with the power supply, case, and accessories together.

This signed form must be attached to all submissions of digital storage devices submitted to the State Surplus Property Agency.

Apple products do require additional steps to be submitted as surplus for consumer purchase.

Please read and confirm that the below steps have been followed. All forms must be signed and attached to any Surplus Transfer requests containing Apple products.

* All Apple IDs have been removed from the device.
* The Activation Lock (Find My) has been turned off.
* Memory and data have been wiped; device has been returned to factory reset condition.

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

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Division: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Agency: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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