

General Instructions

Listed below are brief instructions and definitions of terms needed to complete this form

This form certifies that any/all sensitive information has been removed, cleaned, or destroyed from the electronic equipment listed. RPC recommends using a scrubbing software on computer equipment so that donation to a non-MSU entity is possible.

This form prepared by	Name, phone number of person completing form - for contact purposes.
Agency	MSU - (254) MAFES (422) MSUES (421) FWRC (424) MSCL (447)
Dept Code/Dept Name	One or two-character code assigned to each department in possession of property. Each dept has a unique code dependent upon the agency.
Unit Head	Person responsible for operation of department.
Inv No/Item Description/Serial No	Please provide complete information even if items are not on inventory.
Method of Removal of Information	Required information.
Removed by ITS	Provide Help Desk Ticket No and a copy of the email where number was assigned.
Removed by Department	Provide name of software used/name the method used to destroy hard drive.
Verification Signatures	Signature of person responsible for action taken (usually dept inventory rep) and a witness to the action taken (optional) Unit head signature provides ultimate certification of process.

Complete and forward original with
MSU Disposal Form to:

**Mississippi State University
Receiving & Property Control
P.O. Box 6177
Mississippi State, MS 37962
Mail Stop 9605
Phone (662) 325-2545**

Maintain a copy in departmental file for audit purposes. The Office of Internal Audit now requires this document as part of their Basic Control Assessment of departments.