Appendix A

Media Sanitization Form

Organization: ____________________________________________________
Item Description: ________________________________________________
Make/Model: ____________________________________________________
Serial Number(s)/Property Number(s): ______________________________
Backup Made of Information: ☐ Yes
☐ No
If Yes, Backup Location: __________________________________________

Item Disposition: ☐ Clear ☐ Purge ☐ Destroy
Date Conducted: ____________________________
Sanitized By: ______________________________
Signature: _________________________________
Phone #: _________________________________
Verified By: ______________________________
Signature: _________________________________
Phone #: _________________________________

Sanitization Method Used: _________________________________________

Final Disposition of Media: ☐ Disposed
☐ Reused Internally
☐ Reused Externally
☐ Returned to Manufacturer
☐ Other: _______________________________________________________

Included in SSR? : ☐ Yes
☐ No
If Yes, What Year? _______________________________________________
