



**State of Alaska**  
**Media Disposal Assurance Form**  
State of Alaska Service Desk • Statewide phone 888-565-8680  
Statewide fax 866-561-1855 • Email: soa.help.center@alaska.gov

Surplus

Destruction

Other: \_\_\_\_\_

**Technician Contact Information**

Department/Division:

Technician Name:

Phone #:

**Computer or Drive Information (or attach list)**

Computer Make:

Computer Model #:

Computer Serial #:

Drive Model #:

Drive Make #:

Drive Serial #:

**Supervisor Contact Information**

Supervisor Name:

Phone #:

Date:

**Property Information**

Property Control Tag #:

JOTForm #:

Additional Comments:

**Terms and Conditions**

The State of Alaska requires all electronic media to be cleaned, with a wipe utility that prevents the recovery of any State data from device, prior to being processed as surplus or destruction. A DoD 5220-22.M compliant wipe utility is provided by ETS/Security: The State further requires:

**Surplus of Devices:**

***Note: Equipment shall not be transferred as surplus until approved by the State Property Manager via Inter-Departmental Property Transfer Authorization and Report – Form 02-622***

- ☐ A three (3) pass random wipe, where each sector of a disk is erased and written to a minimum of three times
- ☐ Technician completes and signs/dates the Media Disposal Assurance Form
- ☐ The Technician's supervisor completes and signs/dates the Media Disposal Assurance Form
- ☐ A copy of the signed/dated Media Disposal Assurance Form and Inter-Departmental Property Transfer Authorization and Report – Form 02-622 are sent to the State Property Manager for review and approval/disapproval prior to transfer of equipment

**Destruction of Devices:**

***Note: Equipment shall not be destroyed unless unserviceable and approved by the State Property Manager via an FD in IRIS (if property is tracked in IRIS) or Property Salvage/Destruction Request – Form 02-610 (if property is not tracked in IRIS)***

- ☐ A three (3) pass minimum random wipe, where each sector of the disk is erased and written to a minimum of three times Or
- ☐ The device destroyed in such a manner that the media is not recoverable
  - removal of media – magnetic media cut or severed
  - hard drives – magnetic platters drilled or removed and broken

***Note: Hard drives shall not be destroyed unless a method of erasure is not possible. Personnel must destroy hard drives using an approved technique sufficient to prevent retrieval of information from hard drive***

- ☐ Technician completes and signs/dates the Media Disposal Assurance Form
- ☐ The Technician's supervisor completes and signs/dates the Media Disposal Assurance Form
- ☐ A copy of the signed/dated Media Disposal Assurance Form (1) is attached to the FD document in IRIS (if property is tracked in IRIS) or (2) is attached to the Property Salvage/Destruction Request – Form 02-610 (if property is not tracked in IRIS) and sent to the State Property Manager for review and approval/disapproval prior to destruction of equipment

I hereby certify the terms/conditions for the Media Disposal Assurance Form have been met for the device(s) listed above

Technician Name (Print):

Signature:

Date:

Supervisor Name (Print):

Signature:

Date: