

This form shall not be modified or changed once signed. If an error is found, or a change is needed, a new form must be created.

State of Alaska Media Disposal Assurance Form

☐ Surplus

☐ Destruction

☐ Other: _____

Technical Contact Information

Department/Division:

Technician Name - Sanitized By:

Phone:

Supervisor Contact Information

Supervisor Name - Verified By:

Phone:

Date Conducted:

Terms and Conditions

State Requirements: Remove Computer from Active Directory and Anti-Virus Domains: ☐ Yes ☐ No

Clear system BIOS or UEFI of computer system(s) before disposal: ☐ Yes ☐ No

Backup Made of Information: ☐ Yes
☐ No

Item Disposition: ☐ Clear
☐ Purge
☐ Destroy

Final Disposition of Media: ☐ Reuse Internally
☐ Send to Surplus Property Program
☐ Return to Manufacturer
☐ Disposal
☐ Other: _____

Sanitization Method Used: _____

Included in SSR: ☐ Yes Year: _____
(SSR Submitted Feb 28th of each year)

Per [AS 44.68.110 \(b\)](#), the State of Alaska requires that all electronic media to be cleaned, with a wipe utility that prevents the recovery of any State data from device, prior to being surplus, salvaged, or disposed of. The State further requires:

- Technician Submit a signed Media Disposal Assurance Form
- The Technician's Supervisor signed the Media Disposal Assurance Form
- A copy of the signed Media Disposal Assurance Form shall be attached to the Transfer Authorization Form (TAR) and all IRIS transactions, prior to acceptance by the Property Manager Office or any State Warehouses.
- Wipe shall be compliance with [NIST Special Publication 800-88, Revision 1: Guidelines for Media Sanitization](#). With hard drive destruction being the last resort in the clearing process.

Computer or Drive Information (No more than 10 devices per form)

| State Property Control Number | Computer/Drive Make | Computer/Drive Model # | Computer/Drive S/N | Item Description |
|-------------------------------|---------------------|------------------------|--------------------|------------------|
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I hereby certify the terms and conditions for the Media Disposal Assurance have been met for the device(s) listed above.

Signatures

Date: _____

Technician Name: _____

Signature: _____

Supervisor Name: _____

Signature: _____

Department OIT Contacts

Alaska Court System (ACS)
Court System Helpdesk
(907) 264-8212
helpdesk@akcourts.us

Alaska State Legislature (LEG)
Legislative Affairs Agency (LAA)
Helpdesk
(907) 465-4357
helpdesk@akleg.gov

Legislative Audit (LEG Audit)
Charles Clark
(907) 465-3830
charles.clark@akleg.gov

Legislative Finance (LEG Finance)
Legislative Finance Helpdesk
(907) 465-5554
LegFin.HelpDesk@akleg.gov

Office of the Governor (GOV)
GOV IT Helpdesk
Anchorage (907) 269-7482
Juneau (907) 465-3874
gov.ithelpdesk@alaska.gov

Department of Administration (DOA)
Enterprise Service Desk
AlaskaNow Portal
(907) 269-2099 | (907) 465-2099

Department of Commerce,
Community, and Economic
Development (CED/DCCED)
Agency Helpdesk
Commerce HelpDesk
(907) 465-5465

Department of Corrections (DOC)
Enterprise Service Desk
AlaskaNow Portal
(907) 269-7355

Department of Education and Early
Development (EED/DEED)
Agency Helpdesk
eed.tech@alaska.gov
(907) 465-6694

Department of Environmental
Conservation (DEC)
Enterprise Service Desk
AlaskaNow Portal
(907) 269-1075

Department of Family and
Community Services (FCS/DFCS)
Agency Helpdesk
DFCS Helpdesk
(907) 465-8800
fcs.helpdesk@alaska.gov

Department of Fish and Game
(DFG/ADFG)
Enterprise Service Desk
AlaskaNow Portal
(907) 267-2400
Includes Commercial Fisheries Entry
Commission (CFEC)

Department of Health (DOH)
Agency Helpdesk
ITS HelpDesk
Juneau (907) 465-8200 | Fairbanks
(907) 451-3125
Anchorage (907) 269-3444 | Toll-Free
1 (888) 484-5763
doh.its.helpdesk@alaska.gov

Department of Law (LAW)
Enterprise Service Desk
AlaskaNow Portal
(907) 269-4629

Department of Labor and Workforce
Development (DOL/DOLWD)
Agency Helpdesk
Labor HelpDesk
(907) 465-4895
dol.help@alaska.gov

Department of Military and Veterans
Affairs (MVA/DMVA)
Enterprise Service Desk
AlaskaNow Portal
(907) 428-7241

Department of Natural Resources
Enterprise Service Desk
AlaskaNow Portal
(907) 269-8831

Department of Public Safety (DPS)
Enterprise Service Desk
AlaskaNow Portal
(907) 269-5678

Department of Revenue (DOR)
Enterprise Service Desk
AlaskaNow Portal
1 (888) 565-8680

Department of Transportation and
Public Facilities (DOT/DOTPF)
Enterprise Service Desk
AlaskaNow Portal
(907) 334-2525

Alaska Commission on
Postsecondary Education (EED/DEED
ACPE)
Agency Helpdesk
(907) 465-6745
EED.ACPE-PCHelp@alaska.gov

Ted Stevens Anchorage International
Airport (DOT/DOTPF TSAIA)
Agency Helpdesk
(907) 266-2625
dot.aia.it.support@alaska.gov