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? _____