

UAB IT Cudworth Hall CEC 225 1919 University Blvd ASKIT@UAB.EDU 205-996-5555					• APPOINTMENT IS REQUIRED TO DISPOSE OF MEDIA • CALL 996 - 5555 FOR MEDIA DESTRUCTION APPOINTMENTS • INDIVIDUAL DROPPING OFF MEDIA MUST STAY AND HELP VERIFY ALL MEDIA IS PRESENT. • FOR MEDIA TO BE ACCEPTED, THE FORM MUST BE COMPLETE AND ALL MEDIA LISTED. • ONLY ONE HARD DRIVE PER LINE. USE MULTIPLE FORMS, AS NEEDED. • FOR PLASTIC MEDIA, ONE MEDIA TYPE PER LINE. INDICATE TOTAL NUMBER OF PIECES IN DESCRIPTION.					CLIENT: DEPARTMENT: CONTACT - PRINT: CONTACT - SIGN: EMAIL: PHONE		DATE RECEIVED:		IT REPRESENTATIVE SIGNATURE:	
					PRINTED NAME:										
Release To IT															
DATA SENSITIVITY MUST CHOOSE AT LEAST ONE															
Drive #	Media Description	Machine Serial Number (optional)	Media Serial Number	DATA WIPED BEFORE DELIVERY	UAB Sensitive	PCI	HIPPA	FERPA	FISMA	Research	PII	NON SENSITIVE	OTHER	IT Representative Initials SERIAL NUMBER	VERIFY
1								X							
2															
3															
4															
5															
6															
7															
8															
9															
10															
Total no. of MEDIA:															
special instructions:														NOTICE OF DISPOSAL	
UAB INFORMATION TECHNOLOGY USE ONLY														ALL MEDIA LISTED ON THIS SHEET HAS BEEN PROPERLY DISPOSED OF	
	IT AGENT RELEASE TO IT TRANSPORT	PRINTED NAME:								DATE:					
		SIGNATURE:								NAME:					
	IT AGENT TRANSPORT	PRINTED NAME:								SIGNATURE:					
		SIGNATURE:													