**Computer Decommissioning/Sanitation Form – Instructions for Completion**

1. Custodian Name – This field is required. Enter the name associated with the department’s custodian number. Often, but not always, this will be the same as the department name. An example is “Chemistry Labs.”
2. Releasing Custodian Number – This field is required. Enter the custodian number assigned to the department and used to accumulate and track its property. Each tagged asset is assigned to a single custodian number in the Banner system, and each *Computer Decommissioning/Sanitation Form* is limited to assets assigned to a single custodian number. It cannot contain assets assigned to multiple custodian numbers.

For example, the following assets are assigned to the custodian numbers shown:

Asset 300123 – Custodian 1088100

Asset 300124 – Custodian 1088100

Asset 300125 – Custodian 1088999

In this example, assets 300123 and 300124 may be submitted on the same *Computer Decommissioning/Sanitation Form*, but asset 300125 cannot be combined with the others.

It is recommended the correct custodian number for each asset be identified before preparing a *Computer Decommissioning/Sanitation Form*. If a department needs to dispose of assets that are assigned to two (or more) different custodian numbers, then two (or more) *Computer Decommissioning/Sanitation Forms* will be needed.

1. Date – This field is required. Enter the date the *Computer Decommissioning/Sanitation Form* is completed.
2. Prepared By – This field is required. Enter the first and last name of the person who completed the *Computer Decommissioning/Sanitation Form*.
3. Transaction Number – This field is optional. Departments are encouraged to enter a unique number on each *Computer Decommissioning/Sanitation Form* to refer to it and distinguish it from other requests. It may be useful to enter a similar transaction number on each *Computer Decommissioning/Sanitation Form* and the related *Fixed Asset Disposal Request*. For example, if the transaction number **DR**10.16.23.3 is used to identify the 3rd disposal request created by the department on 10.16.23, then transaction number **DS**10.16.23.3 might be used for the related *Computer Decommissioning/Sanitation Form.*
4. Address/Extension – This field is required. Enter the department’s campus address and phone number.
5. Asset Tag No(s) – This field is required. Asset tag numbers should be identical to those used on the corresponding *Fixed Asset Disposal Request.*
6. Computer Make, Model, Serial No – This field is required. Information provided should be identical to the information shown on the corresponding *Fixed Asset Disposal Request*.
7. Hard Drive Status – Refer to the Hard Drive Status Codes near the top of the form.

Most commonly, hard drives are removed and destroyed by OSU Enterprise Information Technology or another approved service provider. A *Certificate of Hard Drive Destruction* will be provided and must be attached. This is the recommended disposition, and the Hard Drive Status entered should be “2.”

Occasionally, hard drives are removed and held for re-use or later destruction. In this situation, the Hard Drive Status entered should be “3.” If it is later determined the hard drives are no longer needed, a new *Fixed Asset Disposal Request, Computer Decommissioning/Sanitation Form*, and *Certificate of Destruction* should be submitted to dispose of them.

In the event a hard drive is decommissioned/sanitized and reinstalled in preparation for the device to be transferred to another OSU department, the Hard Drive Status entered should be “1.”

Rarely, a department may need to dispose of an electronic device that requires *a Computer Decommissioning/Sanitation Form* but was configured by the manufacturer to contain no hard drive. In this situation, the letters “NO HD” may be entered.

1. Contact For Questions or More Information – This field is required. It may or may not be the same person who prepared the *Computer Decommissioning/Sanitation* form. Enter the contact person’s name and phone number.
2. Computer Technician/Support Staff – The signature of the computer technician and the date are required to certify the technician’s statement that the required decommissioning has been performed for the device to be released for external sale or other disposal.
3. Department Head or Designee – The signature and date are required.
4. A *Computer Decommissioning/Sanitation Form* is required for all computers, servers, laptops, printers, scanners, copiers, tablets, fax machines, and any other kind of electronic equipment that may contain data. Each asset must be listed individually on both the *Fixed Asset Disposal Request* and the *Computer Decommissioning/Sanitation Form* so they can be cross referenced. In addition, a *Certificate of Hard Drive Destruction* is required for all hard drives that have been removed and destroyed.
5. For data security reasons, university-owned electronic tablets, palm pilots, hard drives, cellular phones, and similar items where hard drives cannot be removed will not be sold. They should be listed on a separate *Fixed Asset Disposal Request* and given to OSU Enterprise Information Technology. IT Security will provide an *Intent to Destroy* certificate which will serve as backup to the *Fixed Asset Disposal Request* in lieu of a *Certificate of Hard Drive Destruction*.
6. The completed and signed *Computer Decommissioning/Sanitation Form*, along with any C*ertificates of Hard Drive Destruction* or other documents, should be submitted as supporting documentation to the related *Fixed Asset Disposal Request* to University Accounting-Asset Management. The preferred method of submission is email to asset\_disposals@okstate.edu. Please submit \*all\* required forms together attached to one single email.