STATE OF CALIFORNIA

Certification for Computing Media Sanitation

DATE

FROM ***(Department, Unit, or Office)***

AGENCY DOCUMENT NUMBER **DGS DOCUMENT NUMBER**

This document certifies the removal or destruction of data on computing devices with digital memory and storage capacity. Information systems capture, process, store, and transmit information using a wide variety of media such as, but not limited to, magnetic tapes, flash drives, personal computers, personal digital assistants (PDA), cell or smart phones, multifunction printers, workstations and laptops. These media may require special disposition in order to mitigate the risk of unauthorized disclosure and ensure the confidentiality of information.

ITEM	SERIAL NUMBER	OPERATION PERFORMED VERIFICATION
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The Department guarantees any information on the device is irretrievable and complies with State Administrative Manual Section 5100.

The DGS will audit the destruction of confidential information by review of items submitted for disposal to the Office of Surplus Property Reutilization. This surplus disposal process complies with State Administrative Manual Section 5300 in the managed protection of information assets and reporting incidents of inappropriate disclosure or access through the asset's life cycle.

CERTIFIED BY **Title**

MANAGER **Address**

Instructions for Completing the Form

State agencies and employees are reminded to follow the formal disposal and surplus process and securely remove old data using a secure wipe program for information technology equipment BEFORE releasing state equipment for recycling. State policy, State Administrative Manual Section 5953, speaks to the agency's responsibility for disposal of IT supplies, paper goods, and magnetic media, specifically SAM 5320.5 and 5320.2.

If disposition code 8 is used, a copy of this form will need to accompany the delivery to the Surplus Property warehouse.

You may also want to refer to the following for additional information and guidance:
http://www.cio.ca.gov/OIS/Government/policy.asp