

**State Equipment**

**Inventory Removal Form**

Inventory Tag No:       Date:

Item Description:

Item Serial Number:

Reason for Removal:

Removal Requested by:

Department Approval:

Item Taken to:

Disposal Method:

**Facilities Only**: Disposal Certified by:       Date:

**Facilities Only:** Disposal Certified by:       Date:

 (must be witnessed by 2 people)

Removed from Inventory by:       Date:

Business Office Approval:       Date:

**One this form is completed, please attach this document and email** **surplus@skagit.edu** **to begin the inventory removal process.**

I have electronically purged software and data files from this computing device or component in compliance with the SVC IT Security Standard on Media Disposal

Media Disposal Performed by: Date:

\* Must comply with SVC Electronic Media Disposal Policy see reverse

Media Disposal

SVC IT Security Standard

Appendix C – Notice of Computer Equipment Storage Device Cleaning

To ensure compliance with Federal and State Statutes associated with confidential information, such as the Health Information Portability and Accountability Act of 1996 (HIPAA), and the Family Educational Rights and Privacy Act (FERPA), Skagit Valley College (SVC) requires the destruction of all data in computers or electronic storage devices according to the standard procedures defined by IT.

Files that are not past their retention period will be moved to some other suitable storage location or media. After all software and data files have been purged, **complete, sign, and affix** the form to the surplus unit.