

# DISPOSAL OF COMPUTERS

Your ATDR Number \_\_\_\_\_ requesting disposal of computer equipment has been received and is currently on hold.

According to Section 30 of the Freedom of Information and Protection of Privacy Act “It is the responsibility of each Ministry to ensure all computers are erased of all information prior to Asset Disposal, Transfer or Re-Use by Schools, Charity Groups”.



Prior to our making arrangements for either the pickup or disposal of your computer equipment, WAIR needs to ensure the computer hard drives have been wiped with the DSX Program (which is now the program approved by the BC Government, for wiping hard drives). If you or your systems staff are unable to meet this requirement, WAIR can provide this service. Your Ministry however, would be required to pay all shipping and/or safe environmental disposal costs incurred by WAIR and/or the cost of compliance with other central government directives. Please complete either Section (a) or (b) and fax to 604-501-8222.

- (a) Equipment has been wiped with DSX Program or other BC government approved application according to policy:

Technician  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Custodian  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- (b) Equipment *has not* been wiped with DSX Program or other BC government approved application according to policy:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Financial Coding - To be completed in full

Dept: \_\_\_\_\_ Resp: \_\_\_\_\_ Project: \_\_\_\_\_ Account: \_\_\_\_\_ Object: \_\_\_\_\_

Sue Pennykid, Disposal Agent  
Asset Investment Recovery – 604-501-3248  
e-mail: Sue.Pennykid@.gov.bc.ca