

MSD IT ASSET CONFIRMATION OF DISPOSITION

This form is for use by ministry staff who have identified surplus IT assets, to ensure the required sign-offs for sanitization, destruction and handoff have been completed, as per MSD IT Asset Disposal procedures.

Print this form and record names, dates and signatures. Send original to RRFC/RC with ARS518 (if required), office to retain copy.

IT Asset Description			
Flexible Media:	**choose one**	Portable Storage Devices:	**choose one**
Legacy Assets:	**choose one**	Telecommunications Assets:	**choose one**
No Storage Capability Assets:	**choose one**	WTS Assets:	**choose one**
Other Asset Description: <input type="text"/>			

1. Records Management sign-off:

<input type="checkbox"/> Check if applicable	<input type="text"/>	<input type="text"/>
	Records Custodian Name	Date: YYYY/MM/DD
	Records Custodian Signature	
	RDA#: <input type="text"/>	

2. Sanitization sign-off:

Sanitization completed as per MSD Asset Disposal procedures. To be signed by individual performing service:		
<input type="checkbox"/> Check if applicable	<input type="text"/>	<input type="text"/>
	Service Provider Name	Date: YYYY/MM/DD
	Service Provider Signature	

3. Destruction sign-off:

Destruction completed as per MSD Asset Disposal procedures. To be signed by individual performing service:		
<input type="checkbox"/> Check if applicable	<input type="text"/>	<input type="text"/>
	Service Provider Name	Date: YYYY/MM/DD
	Service Provider Signature	

4. Transport sign-off:

Asset released to Transport Agent as per MSD Asset Disposal procedures. To be signed by Transport Agent:		
<input type="checkbox"/> Check if applicable	<input type="text"/>	<input type="text"/>
	Waybill Number / Mail Ticket Number	Date YYYY/MM/DD
	Transport Agent Signature	
	# of Boxes: <input type="text"/>	

IMB Use Only

Change Ticket #: <input type="text"/>	Comments: <input type="text"/>
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