

FDP-411B Transfer of Computer Equipment
Texas A&M University Property Management
 (Revised 03/2002)

Texas A&M University is required to certify that all software contained on the hard-disk drive of any computer (personal, mini or mainframe) has been completely erased before the computer is transferred or sold, whether to another department within Texas A&M or to an “outside” entity or individual. The hard-disk drive’s software should be deleted by “low-level” re-initializing the drive or by using a Department of Defense type option, such as “WIPEINFO” that is on “The Norton Utilities.” This requirement will prevent the use of an “unerase” utility to recover software or other data from a hard disk drive and is intended to assure that neither licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred or sold. If you have any questions regarding this policy or the procedures described, please contact the Surplus Property Office at 979-845-3427.

This form must be completed and signed by the Department Head/Director or Departmental Property Contact. And must be attached to the corresponding Property Transfer form (FDP-411A) that a department prepares whenever computer equipment is transferred or sold.

I, the undersigned, certify that the computer equipment identified below either does not work, does not contain a hard-disk drive or contains a hard-disk drive that has been irreversibly erased of all software and data as indicated.

Department Head/Director/Departmental Property Contact Printed Name	Department/Unit
X Department Head/Director/Departmental Property Contact Signature	Phone Number/Email

Asset Number	Does Not Work	No Hard-Disk Drive	Hard-Disk Drive Erased
1.			
2.			
3.			
4.			
5.			

Note: The department which transfers to any department, other than the Surplus Office, computer equipment which does not work but which does include a hard-disk drive is responsible for “low-level” re-initializing the hard-disk drive and must so certify by checking the “Hard-Disk Drive Erased” box above.

FDP-411B Transfer of Computer Equipment
Texas A&M University Property Management
(Revised 9/01)

Asset Number	Does Not Work	No Hard-Disk Drive	Hard-Disk Drive Erased
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			
16.			
17.			
18.			
19.			
20.			
21.			
22.			
23.			
24.			
25.			
26.			
27.			
28.			
29.			
30.			
31.			
32.			
33.			
34.			
35.			
36.			
37.			
38.			
39.			
40.			