



Department of Administration
 Materials Management Division
 Surplus Services
 5420 Highway 8 (I35W & Cty Rd I)
 Arden Hills, MN 55112
 Voice: 651.639.4024
 Fax: 651.639.4026

Property Disposition Request

| Department/Agency | Division | Section | Date | | |
|---|-----------------------|-----------------------|---|--------------------------------|---------------|
| Street Address | City, State, ZIP Code | Contact Person Name | Telephone | | |
| Recommended disposition: <input type="radio"/> Transfer <input type="radio"/> Sale <input type="radio"/> Scrap <input type="radio"/> Other _____ | | | | | |
| Other instructions: | | | | | |
| | | | | | |
| General use classification of property: (see page 2 if any items are computers with hard drives) | | | | | |
| Item | Quantity | Complete Description* | Condition | Estimated Value | Desired Price |
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| *Asset number, weight, dimensions, vehicle identification number, etc. I certify that this is state-owned property and is not subject to any lien, restriction or other encumbrance. | | | Deposit Proceeds to: Fund <input type="text"/> <input type="text"/> <input type="text"/> Agcy <input type="text"/> <input type="text"/> <input type="text"/> Orgn <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Appr <input type="text"/> <input type="text"/> <input type="text"/> RevSrc <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> | | |
| Authorized Signature _____ | | | Title _____ Date _____ | | |
| Materials Management Division Use Only | | | | | |
| Approved Disposition | | | | Disposition Date | |
| | | | | Funds Deposit Date | |
| | | | | Surplus Services Authorization | |

NOTE: Page 2 must be completed if any of the above items are computers with hard drives intact.

**CERTIFICATION OF DATA REMOVAL FROM SURPLUS COMPUTERS
IN ACCORDANCE WITH INFORMATIONAL BULLETIN ADMIN 03-01**

| | Computer Serial Number | Software used |
|----|-------------------------------|----------------------|
| 1 | | |
| 2 | | |
| 3 | | |
| 4 | | |
| 5 | | |
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| 14 | | |
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| 19 | | |
| 20 | | |

**I hereby certify that the computers identified above have had the hard drive sanitized
In accordance with Information Bulletin Admin 03-01**

| | |
|--|--|
| | |
|--|--|

Name

Date

| | |
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| | |
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Signature

Agency



**Department of Administration
Informational Bulletin 03-01**

Date: January 21, 2003

From: Brian Lamb, Commissioner

To: State Agency heads

Subject: Data removal from surplus computers

The security of information stored electronically is a significant concern for Minnesota government. This bulletin is intended to assist agencies in preventing the unauthorized or accidental release of data stored on computers that are declared surplus. It is the responsibility of each agency to assure that data is not recoverable from these computers.

Overwriting, also called sanitizing or scrubbing, is the accepted method for preventing the recovery of data from computer hard drives. Overwriting of data means replacing previously stored data on a drive or disk with a predetermined pattern of meaningless information. Overwriting software must have the ability to purge all data or information from the physical or virtual drives, thereby making it impossible to recover any meaningful data by keyboard or laboratory attack.

Hard drives must be overwritten at least six times before Surplus Services will accept them. Several products are available for accomplishing overwriting, or are included in software "suites" that may already be in use by agencies. Research by Materials Management Division has determined that one inexpensive solution is Wipe Drive Pro, available through the state's contract vendor, Software House International.

Hard drives of surplus computers must be sanitized in accordance with this advisory. Each agency must certify in writing to Materials Management Division, Surplus Services, that the sanitation process has been completed. The following information must be provided with any computer made available for surplus:

- 1) Computer serial number and software used;
- 2) Name, date and signature of the person performing the sanitization.

This certification must be attached to the 'Property Disposition Request' form available on the MMD web site at <http://www.mmd.admin.state.mn.us/pdf/pdr.pdf>. Surplus Services will not accept computers without this information.

MMD also maintains a contract that ensures environmentally responsible disposal of non-working computers. For more information, visit the MMD web site at <http://www.mmd.admin.state.mn.us>