

AFFIDAVIT

Electronic Media Sanitization Declaration

Purpose: The following statement certifies to the Surplus Property Division of the Alabama Department of Economic and Community Affairs (ADECA), or other receiving State Agency or entity, that all electronic storage media contained within the identified information system(s) has been destroyed or has been sanitized of all data in accordance with State Media Sanitization Standards as outlined by the Office of Information Technology and applicable property management requirements.

With regards to the items listed on the following SD1(s): (Property Manager list each SD1 Number)

I, _____ (Name of person responsible for media sanitization or IT Manager) _____ (Title) of _____ (Agency/Organization)

do hereby confirm that all electronic media in the above-listed items has been destroyed or has been sanitized of all data in accordance with State IT Standard 681S3: Media Sanitization.

Signature

Date

Subscribed and sworn to before me this _____ day of _____, 20____.

Notary Public

My Commission Expires: _____

Routing and Retention: Forward this completed form to the Division Property Manager. Original and notarized form must accompany the SD-1(s) when the equipment is turned in to ADECA Surplus Property Division. A copy of the complete form shall be retained by the Division IT Manager. Retain completed forms for no less than three years.