



# STATE OF ALABAMA

## OFFICE OF INFORMATION TECHNOLOGY



### FORM 390F2: Record of Media Sanitization and Disposal

USES: Use this form when sanitizing media that previously contained sensitive or confidential data. Organizations may alternatively record sanitization details electronically. \* indicates required info.

Part I: Media Information			
Make/Vendor:		Model:	
Serial No.:		Media Type:	
Property No.:		*SD-1 Audit No.:	
System Name:		Security Category:	<input type="checkbox"/> LOW <input type="checkbox"/> MOD <input type="checkbox"/> HI
Data Type(s):		Data Category:	<input type="checkbox"/> Sensitive <input type="checkbox"/> Confidential
Data Backed up:	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> UNKNOWN	Backup Location:	
Part II: Person Approving Sanitization			
<i>The media described above is approved for sanitization by:</i>			
*Name:		Title:	
*Organization:		Location:	
*Email:		Phone:	
PART III: Person Performing Sanitization			
*Name:		Title:	
*Organization:		Location:	
*Email:		Phone:	
Part IV: Media Sanitization Details			
Method Type:	<input type="checkbox"/> Clear <input type="checkbox"/> Purge <input type="checkbox"/> Destroy <input type="checkbox"/> Other:		
Method Used:	<input type="checkbox"/> Degauss <input type="checkbox"/> Overwrite <input type="checkbox"/> Block Erase <input type="checkbox"/> Crypto Erase <input type="checkbox"/> Other ( <i>specify below</i> )		
Method Details:			
Date:		Time:	
Tool(s) Used:			
Details:			
Part V: Media Disposal Details			
Destination:	<input type="checkbox"/> Internal Reuse <input type="checkbox"/> External Reuse <input type="checkbox"/> Surplus Property (ADECA) <input type="checkbox"/> Scrap in Place <input type="checkbox"/> Return to Manufacturer/Vendor <input type="checkbox"/> Other ( <i>specify below</i> )		
Details:			
Part VI: Person Verifying Sanitization			
*Name:		Title:	
*Organization:		Location:	
*Email:		Phone:	
Verification Method:	<input type="checkbox"/> Full <input type="checkbox"/> Random Sampling <input type="checkbox"/> Other ( <i>specify below</i> )	Verification Date:	
Details:			

[MP-6: Media Sanitization, Control Enhancement 1

Form adapted from NIST Special Publication 800-88, Appendix G]

**Routing and Retention:** This form, or a record of the data contained herein, shall be retained by the agency transferring (surrendering) the media. Retain completed forms (or data) for no less than three years.