

**University of Kentucky**  
**NOTICE OF COMPUTER EQUIPMENT ELECTRONIC STORAGE DEVICE CLEANING**  
**FORM**

**Prior to being placed in surplus, computers\* must have all software and data files destroyed. Any electronic destruction method must include at least a three pass binary overwrite method.**

I have electronically purged software and data files from this computer, detailed below, by using recommended software or by using a tool that conforms to the Department of Defense (DoD) standards for erasing computer disks.

- Kill Disk – [www.killdisk.com](http://www.killdisk.com) (DoD standards)
- DBAN tool – [www.sourceforge.net/projects/dban/](http://www.sourceforge.net/projects/dban/) (DoD standards)
- Norton utilities – [www.symantec.com](http://www.symantec.com)
- Burn for Mac – [www.thenextwave.com/burnHP.html](http://www.thenextwave.com/burnHP.html)

I have used the following method and/or software that includes at least a three-pass binary overwrite (specify in detail):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

The equipment listed below is not in working condition, but I certify that the information on the disk drive has been purged in accordance with UK Business Procedures Manual Section E-12-4.

**SIGNATURE**

Name (please print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department: \_\_\_\_\_ Phone: \_\_\_\_\_

**EQUIPMENT**

Description of Computer: \_\_\_\_\_

UK Inventory Number: \_\_\_\_\_ Serial Number: \_\_\_\_\_

**\*Computer or electronic storage device including but not limited to hard drive, laptop, server, airframe, or handheld computer, e.g. Palm or PocketPC**