

### ***Inventory Software Removal Certification***

Texas A&M AgriLife is required to certify that all software contained on the hard-disk drive of any computer (personal, mini or mainframe) has been completely erased or removed before the computer is transferred to another unit within the Texas A&M System, another state agency, or to an “outside” entity. The hard-disk drive should either be removed or the drive’s software 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 the licensed nor confidential information is inadvertently turned-over to unauthorized persons when computers are transferred. If you have any questions regarding this policy or the procedures described, please contact the AgriLife Property Office at 979-845-4791.

This form must be completed and signed by the Unit Head and must be attached to the corresponding Property Transfer form (AG-301) that a unit prepares whenever computer equipment is transferred.

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.

Unit Name	Unit Contact Name
Unit Head (Printed Name)	Unit Contact Phone Number
Unit Head (Signature)	Unit Contact Email Address

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

Note: The above noted software removal certificate also applies to unit transfers within Texas A&M AgriLife agencies. The transferring unit is responsible for compliance.

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	<b>Asset Number</b>	<b>Does Not Work</b>	<b>No Hard- Disk Drive</b>	<b>Hard-Disk Drive Erased</b>	<b>Do Not Erase</b>
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### **Purpose of Form**

The purpose of this form is to verify the deletion of all files on the hard-disk drive of any Texas A&M AgriLife agency-owned computers being transferred or sold.

### **Submission of Form**

1. Before transferring computer equipment to any other unit in the Texas A&M System, including Texas A&M Surplus, another state agency, or an "outside" entity, the releasing unit is required to wipe or remove the hard drive of the computer and to complete the Inventory Software Removal Certification (AG-312).
  
2. The releasing unit should file the completed AG-312 form in the asset's file. The AgriLife Property Office may ask to see this form during unit spot checks. Avoid delays to Texas A&M Surplus by always wiping or removing the hard drive and submitting the completed AG-312 to Surplus with the computer while retaining a copy for the asset's file.

### **Completing the Form**

Be sure to include the following information on the form.

- |                    |   |
|--------------------|---|
| 1. Name            | Printed name of the Unit Head and the Unit Property Contact of the unit who has the computer on inventory (or did until it was cannibalized, if applicable).  |
| 2. Unit            | Texas A&M AgriLife department code for the unit who currently owns the asset.   |
| 3. Signature       | Signature of the Unit Head.   |
| 4. Phone / Email   | Phone number and email address of the Unit Property Contact.  |
| 5. Asset Number    | Asset / tag number assigned by FAMIS or the Texas A&M AgriLife Property Office. The asset number should be located physically on the computer.  |
| 6. Computer Status | Indicate if the computer <i>Does not Work</i> , if there is <i>No Hard disk drive</i> , if the <i>Hard disk drive is Erased</i> , or <i>Do Not Erase</i> . If the computer has been cannibalized, please mark its asset number as pre-cannibalization since post-cannibalization of the asset is non-inventory. |

### **Responsibility of the Unit Head**

Whenever computer equipment listed on a Property Transfer Form (AG-301) is being transferred to any other unit, including Texas A&M Surplus, another state agency, or an "outside" entity, the Unit Contact Person for the releasing unit is responsible for making sure that the computer hard disk drive has been wiped or removed and completing the AG-312 Inventory Software Removal Certification form. The releasing unit should file the AG-312 in the asset's file.