

FDP-411B Transfer of Computer Equipment

Texas A&M University Property Management

(Revised 9/01)

Texas A&M University is required to certify that all software contained on the hard-disk drive of any computer (personal, mini or mainframe) has been completely erased before the computer is transferred or sold, whether to another department within Texas A&M or to an "outside" entity or individual. The hard-disk drive's software should 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 or sold. If you have any questions regarding this policy or the procedures described, please contact the Surplus Property Office at 979-845-3427.

This form must be completed and signed by the Department Head/Director or Departmental Property Contact. And must be attached to the corresponding Property Transfer form (AG 301) that a department prepares whenever computer equipment is transferred or sold.

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.

Department Head / Director / Departmental Property Contact Printed Name	Department / Unit
Department Head / Director / Departmental Property Contact Signature	Phone Number / Email

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

Note: The department which transfers to any department, other than the Surplus Office, computer equipment which does not work but which does include a hard-disk drive is responsible for "low-level" re-initializing the hard-disk drive and must so certify by checking the "Hard-Disk Drive Erased" box above.

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Asset Number	Does Not Work	No Hard-Disk Drive	Hard-Disk Drive Erased
6.			
7.			
8.			
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FDP-411B Transfer of Computer Equipment Instructions

Texas A&M University Property Management

(Revised 9/01)

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 owned computers being transferred or sold.

Submission of Form

Before transferring computer equipment to **any other department**, including Texas A&M Surplus, departments are required to wipe the hard drive of the computer and to complete the *FDP-411B Transfer of Computer Equipment Form*.

1. The releasing department has the responsibility of wiping the hard drive and completing the FDP-411B Transfer of Computer Equipment Form.
2. The releasing department should file the FDP-411B in the asset's file. Texas A&M Property management may ask to see this form during department spot checks. Avoid delays to Texas A&M Surplus by always wiping the hard drive and submitting the completed FDP-411B.

Completing the Form

Be sure to include the following information on the form.

1. Name Printed name of the Department Head / Director or the Departmental Property Contact of the department who has the computer on inventory (or did until it was cannibalized, if applicable).
2. Department Texas A&M department code for the department who currently owns the asset.
3. Signature Signature of the Department Head / Director or the Departmental Property Contact.
4. Phone / Email Phone number and email address of the Department Head / Director or the Departmental Property Contact.
5. Asset Number Asset / tag number assigned by FAMIS or the Texas A&M Property Management Office. The asset number should be located physically on the computer.
6. Computer Status Indicate if the computer *Does not Work*, if there is *No Hard disk drive* or if the *Hard disk drive is Erased*. 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 Department Head / Director or Departmental Property Contact

Whenever computer equipment listed on a Property Transfer Form (FDP-411A) is being transferred to any other department, including Texas A&M Surplus, the Departmental Contact Person for the releasing department is responsible for completing the FDP-411B Transfer of Computer Equipment Form and making sure that the computer hard disk drive has been wiped. The receiving department should file the FDP-411B in the asset's file.