

# MEMORANDUM

DATE: \_\_\_\_\_

FROM: CODE \_\_\_\_\_

TO: CODE 3480

SUBJ: VERIFICATION OF HARD DRIVE REMOVAL

1. The following item: Name: \_\_\_\_\_  
Serial Number: \_\_\_\_\_  
Barcode (If Available): \_\_\_\_\_

is in poor working condition. In accordance with Attachment 2, DoD Memorandum Disposition of Unclassified DoD Hard Drives, of 4 June 2001, the hard drive has been removed and forwarded to the Physical Security Services Section (Code 1222) for degaussing.

2. The housing is empty as the HARD DRIVE HAS BEEN REMOVED.

\_\_\_\_\_  
Verifying Official Signature

Print Name: \_\_\_\_\_

Rank/Grade: \_\_\_\_\_

Organization: Naval Research Laboratory