

# REQUEST FOR DISPOSAL OF SURPLUS COMPUTER EQUIPMENT

NOTE: THIS FORM IS TO BE COMPLETED BY A PERSON WHO HAS PERSONAL KNOWLEDGE OF THE COMPUTER SYSTEM BEING DISPOSED OF.

1a. SIN NUMBER	1b. PLANT ACCOUNT/BAR CODE NUMBER
2a. IS THIS A COMPLETE COMPUTER SYSTEM?  Yes. <span style="margin-left: 150px;">No.</span>	2b. MANUFACTURER/MODEL
3. DOES THE EQUIPMENT CONTAIN MAGNETIC MEDIA (disks or tape)?  Yes. <span style="margin-left: 150px;">No.</span>	
4. HAS THE EQUIPMENT EVER PROCESSED CLASSIFIED DATA?  Yes. <span style="margin-left: 150px;">No.</span>	
5. DOES THE EQUIPMENT STILL WORK?  Yes, follow procedure B. <span style="margin-left: 100px;">No, follow procedure A.</span>	
6a. COMPLETION OF PROCEDURE.  Procedure A was performed. <span style="margin-left: 100px;">Procedure B was performed.</span>	6b. DATE PERFORMED
6c. NAME (Person who performed procedure)	6d. SIGNATURE
6e. CODE	

## PROCEDURES A AND B\*

**PROCEDURE A:**

- IF YOUR MEDIA WILL NOT READ OR WRITE AND CANNOT BE OVERWRITTEN (PROCEDURE B) TO REMOVE THE INFORMATION, DEGAUSS THE MEDIA (INTERNAL OR EXTERNAL DISK, OR REELS OF TAPE) BEFORE TRANSFERRING THE EQUIPMENT.

**PROCEDURE B: (preferred)**

- YOU MUST OVERWRITE THE MEDIA (INTERNAL OR EXTERNAL DISK, OR REELS OF TAPE) BEFORE TRANSFERRING THE EQUIPMENT.
- FOR UNCLASSIFIED MEDIA: CONTACT THE INFORMATION SYSTEMS SECURITY UNIT (Code 1221.3) FOR ASSISTANCE.
- FOR CLASSIFIED MEDIA: ONLY SOFTWARE THAT MEETS THE REQUIREMENT OF NAVSO P-5239-26 (Sep 93), CHAPTER 2.4 OR CONTACT THE INFORMATION SYSTEMS SECURITY UNIT (Code 1221.3) FOR ASSISTANCE.

\*NOTE: IF NO UTILITY IS KNOWN, USE PROCEDURE A.

SEND THIS COMPLETED FORM TO CODE 1221.3 VIA GUARDMAIL OR FAX 404-8909

CONTACT THE INFORMATION SYSTEMS SECURITY UNIT (CODE 1221.3) FOR ASSISTANCE AT 767-3438 OR SEND EMAIL TO [sechelp@Code1200.nrl.navy.mil](mailto:sechelp@Code1200.nrl.navy.mil).