

Certification

To: State Agencies

From: Thomas Hornsby, CPM
Surplus Property Manager

Subject: Surplus computers or related property

Each agency is responsible for certifying that all information is removed from computers or any property that may contain sensitive information before they are received by the Surplus Property Office.

Please sanitize your computers or any property that may contain sensitive information in accordance with Section 2.7 in the South Carolina Hardware Sanitization Policy (August 2006).

By signing this document you have met all requirements in the above policy.

(TID #)_____

(State Agency)_____

(Signature)_____

(Print Name)_____ (Date)_____

(SPO Representative)_____

Please call me at 803-896-6880, if you have any questions.

Tom Hornsby, CPM
Surplus Property Manager