

# UAB Secure Media Destruction Chain of Custody Form

**Instructions:** Media requiring secure destruction can be dropped off at the AskIT Help Desk main office, Cudworth Hall (CEC) 225, during normal business hours. Complete this form beforehand to accompany the media to the final disposition. Please itemize each individual piece of media to be securely destroyed and list in the table below. Use more than one form if necessary.

**AskIT Phone:** 205-996-5555  
**AskIT Email:** AskIT@uab.edu

**Date:** \_\_\_\_\_ **Department Name:** \_\_\_\_\_

**Authorizing Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Describe media to be securely destroyed:**

	Media Description	Media Capacity (est.)	Sensitive Data
1			Yes / No
2			Yes / No
3			Yes / No
4			Yes / No
5			Yes / No
6			Yes / No
7			Yes / No
8			Yes / No
9			Yes / No
10			Yes / No
11			Yes / No
12			Yes / No
13			Yes / No
14			Yes / No
15			Yes / No

**AskIT Use Only**

Inbound Department Representative Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Inbound AskIT Support Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Outbound AskIT Support Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Desktop Support Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Information Security Signature: \_\_\_\_\_ Date: \_\_\_\_\_