**Equipment Disposal Form**

It's not enough to simply erase information from a drive and expect that the data cannot be accessed. Once files have been erased on a drive, they can still be accessed by an individual skilled in information retrieval. Even if the drive is formatted, some of the information may still be accessible. The only way to ensure that information cannot be accessed once the hard drive leaves your premises is to engage the use of a hard drive destruction service.

Please complete this form to dispose of any computers, laptops, servers, or other equipment which you would like to have destroyed.

**Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Make/name** | **Model** | **Serial #** |
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**HARD DRIVE SHREDDING SERVICE**

With the ever changing security concerns over electronic HPI and other HIPPA protected data, it’s recommended that a hard drive destruction service be used whenever a hard drive has reached its end of life. Medicus Solutions has partnered with ProShred to make it easy for customers to have their hard drives destroyed and shredded. This service is available for $25/per hard drive.

**If you would like your hard drives shredded, please check the box below and anter the email address you would like the confirmation of destruction to be sent to.**

***Yes, we would like to have our drives shredded; $25/ charge per drive***

***Yes, we would like to have our tape cartridges shredded; $10/ charge per drive***

**Email Address to send confirmation to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_