

# DECLARATION

Purpose: The following statement certifies to the Surplus Property Division of the Alabama Department of Economic and Community Affairs (ADECA) that all electronic storage media contained within the identified information system(s) has been sanitized of all data in accordance with State Media Sanitization Standards and applicable property management requirements.

With regard to the items listed on the following SD-1(s):

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[Property Manager: Enter State Auditor Number(s) from Form SD-1]

I, \_\_\_\_\_,  
[Printed name of person responsible for media sanitization (Technician; IT Manager)]

\_\_\_\_\_ of \_\_\_\_\_,  
[Title] [Organization]

do hereby confirm that all electronic media in the above-listed items has been sanitized of all data in accordance with State IT Standard 681S3: Media Sanitization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Endorsement of Agency Director (required by State Auditor's Office):

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Routing and Retention: Forward this completed form to the Division Property Manager. Original form must accompany the SD-1(s) when the equipment is turned in to ADECA Surplus Property Division. A copy of the complete form shall be retained by the Division IT Manager. Retain completed forms for no less than three years.