

All state and public agencies are required by the South Carolina Code of Laws §30-2-310(B) to certify that information technology (IT) hardware has been sanitized in accordance with procedures developed by the Department of Administration’s Division of Information Security prior to it being made available for surplus, transfer, donation or junking.

By signing below, the Authorized Representative certifies that all sanitization requirements of the SCDIS-501 Information Media Disposal Procedure (SCDIS-501) have been met. The SCDIS-501 can be found at: <https://admin.sc.gov/files/SCDIS-501-Information-Media-Disposal-Procedure.pdf>.

Completed certification forms must be submitted to the Surplus Property Office and a copy maintained by the submitting agency’s IT staff. The Surplus Property Office will **not** receive any IT equipment without a properly completed IT Equipment Disposal Certification form.

**Please contact the Surplus Property Office at 803-896-6880 with any questions.**

<b>Turn-in Document (TID) Number:</b>	
<b>State/Public Agency Name:</b>	
<b>Agency Representative Name:</b>	
<b>Agency Representative Signature:</b>	
<b>Date:</b>	

<b>SURPLUS PROPERTY OFFICE USE ONLY</b>	
<b>Surplus Property Office Signature:</b>	
<b>Date:</b>	

“Public body” is defined by South Carolina Code § 30-1-10(B) to mean “any department of the State, any state board, commission, agency, and authority, any public or governmental body or political subdivision of the State, including counties, municipalities, townships, school districts, and special purpose districts, or any organization, corporation, or agency supported in whole or in part by public funds or expending public funds, including committees, subcommittees, advisory committees, and the like of any such body by whatever name known, and includes any quasi-governmental body of the State and its political subdivisions, including, without limitation, bodies such as the South Carolina Public Service Authority and the South Carolina Ports Authority.