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| **END USER INFORMATION** |
| TYPE OF USER: |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| [ ]   | State Employee / Paid Intern | [ ]   | State Contractor / Unpaid Intern | [ ]  | Vendor | [ ]   | Customer(Non-State Entity) |

 | EIN: |  |
|  |  |  |  | *If applicable* |
| FULL NAME: |  |  |  | TITLE/POSITION: |  |
|  | Last | First | M.I. |  |  |
| PHONE #: |  | EMAIL ADDRESS: |  | STATE AGENCY: |  |
|  |  |  |  |  |  |
| DEPT/DIVISION: |  | COMPANY: |  |
|  |  |  | *If applicable* |
| OFFICE LOCATION: |  |  |  |  |
|  | Street Address | City | State | Zip |

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| --- |
| **MEDIA INFORMATION *If more space is needed, please attach separate document providing necessary information for all media requesting to be destroyed.***  |
| Will Media Be Transfer to AIS for Secure Retention **(Yes or No)**: | If Yes, what is the requested date of transfer of media? |
|  |  |
| Media Type *ie. Hard Drive, Flash Drive, SSD* | Make *ie. Seagate, Hitachi, Western Digital* | Model (#) *ie. DeskStar, WD5002ABYS* | Serial # |
|  |  |  |  |
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| **REQUESTOR & SPR AGREEMENT** |
| As the requestor, by signing below, I affirm that* The equipment denoted above (or denoted on attachment included with this form) is/are property of your agency/div.
* I understand that AIS’s acceptance of request is contingent upon AIS’s receipt of a copy of the fully completed, authorized needs request pertaining to the destruction of the denoted media included with this form.
* I understand that, should I opt for transferring media to AIS, the date of media transfer is not necessarily the date of destruction of media. AIS will securely store media until third-party vendor is available to destroy media, at which point, AIS will supervise the destruction of all provided media and obtain a certificate of destruction from third-party.

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| --- | --- | --- | --- |
| END USER SIGNATURE: |  | DATE: |  |
|  |  |  |  |

As an SPR Representative, I affirm that* All equipment denoted above (or denoted on attachment included with this form) has been securely stored on site.
* A copy of the certificate of destruction will be provided to requestor after third-party vendor destroys media.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SPR REP. NAME: |  | SPR REP’S SIGNATURE: |  | DATE: |  |
|  | *Please Print* |  |  |  |  |

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