



ITS Degauss and Destroy Service Chain of Custody Form

The purpose of this form is to provide a tracking mechanism for the handoff of magnetic media from a customer department to ITS for degaussing and destruction. ***Magnetic media accepted for degaussing and destruction must be no larger than 5¼" x 4" x 1" and are not returned to the customer.***

TO BE COMPLETED BY THE CUSTOMER

Customer Name	
Customer Phone Extension	
Customer Department	
Date Items Delivered to ITS <i>(mm/dd/yyyy)</i>	
No. of Hard Drives	
No. of Tapes	
No. of Floppys	
No. of Other Items*	
Total Number of Pieces of Magnetic Media	

*Provide brief description of Other Items:

TO BE COMPLETED BY ITS

Number of items received for degaussing & destruction	
ITS Signature	

Provide customer with completed and signed copy of this form.



Template for maximum acceptable media dimensions
5 ¾ in. (L) x 4 in. (W) x 1 in. (H)

