

UNIVERSITY OF CONNECTICUT CENTRAL STORES DEGAUSS ELECTRONIC STORAGE MEDIA FORM

Please use ONE form for multiple hard disks.

- **PRINT** this form. It must be signed by a Dean, Director, or Department Head.
- **Complete the form and wrap it around the electronic device or place on top of unit(s) in a box. Bring your item(s) for degaussing to Central Stores.**

I understand that degaussing removes unwanted magnetism from the read/write head in a disk or tape drive, permanently destroying the device. It can not be reused. Central Stores will dispose of the device(s) appropriately.

_____	_____	
PRINT Name	Department	
_____	_____	_____
Signature of Dean, Director or Dept. Head	Job Title	Date

***Complete below portion ONLY if you need the device(s) returned to you.
(Necessary if you have to return device to vendor to satisfy a warranty issue.)***



_____	_____
PRINT Name	U-Box Number