

**Office of Information Technology**

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[www.umbc.edu/oit](http://www.umbc.edu/oit)

The OIT Network/Security group will collect digital media for destruction. Any such media will be stored securely until it is transported to a media destruction facility. In order to deliver digital media for destruction, please do the following:

- Collect the media storage items to be destroyed into one or more boxes for transport.
- Fill out the form “OIT Request for Destruction of Storage Media”
  - Copies of the form are available in ECS 126, or in Word from the Network/Security group
  - Fill out one form for each box of items
- Give the completed form and the items to be destroyed to a full-time member of the Network/Security group. The person who receives the form and the items will verify the contents of the box against the form, and then sign the form acknowledging receipt of the items.
- The form will be attached to the box. The box will then be sealed and stored securely until it is taken to an appropriate destruction facility.