



## ADMINISTRATIVE PROCEDURES

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### Software Removal Certificate

Revised: August 15, 2025

#### PROCESS

See Administrative Procedure [30.02 Equipment Management](#). Prior to transfer of each surplus computer (notebook, micro, mini or mainframe) to the Texas Department of Criminal Justice, the hard disk drive shall be removed and destroyed to ensure that software or other data is not inadvertently released. This form must be completed and attached to the corresponding Texas Department of Criminal Justice form.

#### CERTIFICATION STATEMENT

I have ensured that the hard disk drive of each of the listed computers has been removed and destroyed.

TFS Inventory Number	TFS Inventory Number	TFS Inventory Number

Department:

Name and Phone:

Signature and Date: