

State of South Carolina
Electronics Recycling
Transfer of Responsibility Form

Date of Pickup: _____

Using Governmental Unit: _____

Address of Pick-up location: _____

County of pick-up location: _____

Items	Description	Notes
1	Cathode Ray Tube (CRT) containing televisions and monitors	
2	Non-CRT televisions & monitors	
3	Intact Computers and Servers (hard drive(s) may be removed)	
4	Harvested Computers & Servers	
5	Hard Drives	
6	Other Miscellaneous Electronics	

All data should be removed, deleted, reformatted, degaussed, and/or overwritten, to include but not limited to software, folders, files and programs in the equipment to be removed.

All equipment that contains data which cannot be removed should be labeled for destruction.

Both Signatures below must be obtained prior to removal of equipment.

This form must be retained by the Contractor for Audit and Reporting Purposes.

Using Governmental Unit Representative

Date

Contractor Representative

Date