

Assets Removal Form

KING SAUD UNIVERSITY
DEANSHIP OF E-TRANSACTION AND COMMUNICATION

Details:	
Purpose:	<p>Main purpose of this Assets Removal Form (ARF), is to record the acknowledgement of departments, who want to remove their assets (i.e. Equipment like servers etc., Information, Information Systems or Application) from KSU Data Center (DC). It is written legal agreement between..... and ETC-KSU.</p> <p>They MUST acknowledge that they will comply with all applicable Laws and King Saud University-ETC's security policies. Where necessary and appropriate, the following shall be considered, but are not limited to:</p> <ul style="list-style-type: none"> • Personal or department shall obtain authorization to take equipment/information assets off-site from KSU DC. • Equipment/information asset is logged out. • Time limit shall be set for removal of asset.
Requirement:	This agreement MUST be signed by head of the Department or relevant authorities, who wants to remove their assets hosted in KSU-DC.

Agreement:	
I hereby acknowledge the following, while taking off assets from KSU:	
<u>I MUST Confirm that:</u>	
<ul style="list-style-type: none"> • Once the assets have been taken off, KSU is not responsible for any damage (physical or logical) to the assets or information stored within the system. • The assets owner shall bear the responsibility of loss or damage (physical or logical), to the assets or information while taking off the assets. • The assets owner is responsible to take authorization from higher management of KSU, before taking off their assets. • A proper plan must be shared with KSU by the assets owner. • This agreement must be signed by the assets owner, before taking off their assets. • In case of information/data taking off, the data will be erased from the storage once the migration has been completed. 	

Consequences of Non-Compliance:	
I understand that non-compliance with this agreement may constitute a violation of law and may result in criminal and/or civil liabilities for me, my colleagues (with relevant positions) and department.	
I have read the agreement and I agreed:	
Name:	
Department:	
Position:	
Office Phone:	
Email:	
Date:	
Signature:	