

Assets Removal Form

Details:	
Purpose:	<p>Documenting departments' acknowledgements that they want to remove assets equipment such as servers ,data ,information systems ,or applications-is the main goal of the Asset Removal Form. This written agreement between And King Saud University's Deanship of E-Transactions and Communications is legally binding</p> <p>They have to acknowledge that they must comply with all applicable laws ,regulations ,and security policies that have been authorized by the KSU-Deanship of Electronic Transactions and Communications. When necessary and appropriate ,it should consider the following - but not limited to:</p> <ul style="list-style-type: none"> • A person or department requires prior approval to move equipment or information assets from the KSU Data Center to an off-site location. • Equipment/information asset is logged out. <p>Setting a deadline is necessary in order to remove the asset.</p>
Requirement:	<p>This agreement must be signed by the department head or another relevant authority before assets hosted in the KSU Data Center can be removed.</p>
Agreement:	
<p>I hereby acknowledge the following when King Saud University provides me with the assets:</p> <p><u>I have to confirm the following:</u></p> <ul style="list-style-type: none"> • Once the assets are removed ,KSU is not responsible for any damage (physical or logical) to the assets or information stored within the system. • The asset owner is responsible for any loss or damage (physical or logical) to assets or data during the asset removal process. • The owner must have prior approval from KSU's upper management before the asset is removed. • The asset owner must inform KSU with the appropriate plan. • The asset owner must sign this agreement before the asset is removed. <p>Once the transfer process is completed ,any data or information you transfer will be deleted from the storage.</p>	
Consequences of Non-Compliance:	
<p>I understand that violating this agreement could be illegal and expose me ,my colleagues (in relevant positions), and our management to criminal and/or civil penalties.</p>	
I acknowledge that I have read the agreement and agree to all its terms:	

Name:	
Department:	
Job title	
Office number:	
Email:	
Date:	
Signature:	