HARD DRIVE RECYCLING DAY

By signing, I authorize iTAC and Document Resources to accept, destroy and recycle materials provided. I acknowledge I am authorized to instruct destruction of same materials in accordance with K-State's Record Retention Policy (PPM Chapter 3090) and the associated Records Retention and Disposition Schedule. It is further acknowledged that iTAC and Document Resources will be held harmless for any materials mistakenly provided to be destroyed.

SIGNATURE	PRINTED NAME	DEPARTMENT	PHONE #	# DRIVES	DATE