

MCDB Faculty Data Asset Inventory Response Form

Name: _____

Computer Operating System: _____

Completed Scan: Yes No

Was any private data found: Yes No

If you answered yes then no to the first 2 questions please proceed to bottom of form and sign and date below.

If yes please complete the rest of this form.

Ideally you should delete or remove all files from your system that contain private data. If necessary you may keep a copy or copies locked up in your office

If you need to keep these documents on your computer please describe below the nature of the data and the reason for keeping this information.

If you intend to keep private data, please provide us with the IP address of your computer (contact Dan or Matt at 2-4535 or mcdhelp@colorado.edu if you need assistance getting this information)

IP Address: _____

Signature: _____ Date _____