

Storage Termination / Disposal Form

Contact Information

Date	Department	Account #
Contact Name	Phone #	Alternate Phone #
Email		

Type of Request

Storage Termination: _____	Move-Out Date: _____
Storage Disposal: _____	Disposal Date: _____

Description of Items to be disposed:

USC departments are responsible for ensuring that materials containing confidential data are disposed of per University policies. USC departments must contact, arrange and pay for shredding services directly with an outside vendor. Material Management must be notified of such arrangements at least 5 business days in advance so that materials are available by the disposal date.

Dept. Authorized Signer:	_____	_____
	(Print Name)	(Signature)
	_____	_____
	Phone #	Email
MMS Supervisor:	_____	_____
	(Print Name)	(Signature)
	_____	_____
	Phone #	Email

Email Request to: mmsorder@usc.edu

Fax Request to: (213) 749-9821