New Copier Installation/Configuration Process for Data Security

1. Prior to copier installation, contact the vendor to clarify whether the copier that is scheduled for installation contains a hard disk and stores images locally.

   (If the answer is "no", skip to the form at the bottom of the page.)

2. If the answer to #1 is "yes":

   a. Make arrangements for the vendor to configure the copier to avoid saving images or to erase all images on a regularly scheduled basis (preferably daily). This may require departments to order the "data security kit" option as a supplement in the agreement.

   b. Work with the vendor to use the form below to document the copier configuration details and schedule of image deletion (if applicable).

   c. Make a copy of the completed form for your records and scan / email copy to Purchasing (uhclprocurement@uhcl.edu).

Department: _____ UHCL Representative(s): _____ Phone #: _____

Vendor: _____ Copier Type & Model Number: _____

Purchase Order Number: _____ Copier Serial Number: _____

Does copier hard disk store local images of copies?

_____ No

               _____ _____
               Print Name of Vendor Representative   Date

_____ Yes

               _____

               _____
               Configuration details and schedule of image deletion (if applicable)

               _____ _____
               Signature of Vendor Representative   Date

               _____ _____
               Signature of Department Representative   Date

Please make a copy of the completed form for your records and scan / email copy to Purchasing (uhclprocurement@uhcl.edu).