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).