



## MEMORANDUM

**DATE:** February 17, 2012

**TO:** HSD Disposal Committee

**THROUGH:** Gerald Chavez, Bureau Chief  
General Services Bureau, ASD

**FROM:** Project Manager  
Your Division

**RE:** Disposition of Human Services Department  
Obsolete, Worn-Out and Unusable Personal Property  
Items on FA Inventory

(Your office) is requesting the HSD Disposal Committee's approval to proceed with the disposal/recycle of obsolete IT equipment. These items are no longer functional and no longer used. Hard drives will be sanitized and certificates are on file. These items will be recycled through Goodwill Industries of New Mexico.

Please see attached C-062 IT form(s) dated (Date and # of pages) pages.

APPROVED

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Gerald Chavez  
Bureau Chief, ASD/HSD

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Danny Sandoval, Acting Director/ Deputy Director  
Administrative Services Division, ASD/HSD

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Shilo Stewart, Bureau Chief  
Information Systems Division