

AgriLife IT System Imaging & Data Recovery Form



Preservation of your data is very important to AgriLife IT. Please read and complete the following form carefully prior to submitting a system for re-imaging or data recovery requests.

AgriLife employees are responsible for *data stored and unique software installed* on their local workstations.

AgriLife IT encourages employees to utilize either Microsoft OneDrive, Network Drives, or Syncplicity to store and backup their business data. You can learn more about these options on First Call (<https://firstcallhelp.tamu.edu/document-management/>). Installation media for unique software should be kept in a secure location for installation after a re-image of your system.

Unless your system has experienced a critical failure and you are no longer able to access the hard drive, it is your responsibility to backup or synchronize your data before sending the computer to AgriLife IT. Please contact your local IT support provider for assistance.

Select the option below regarding the status of your data.

I have verified that all my data stored on this computer is backed up or synchronized elsewhere (i.e. OneDrive, Syncplicity, Network Drive, etc.)

I hold harmless AgriLife IT for the loss of any data on this system during the re-imaging / repair process. I have also assured I am required to have installation media for my unique software installed on my workstation.

I have not been able to verify my data on this computer is backed up or synchronized elsewhere. The computer has failed in way I cannot access the hard drive.

I understand that AgriLife IT may not be able to recover any or all my data on this computer.

My data is stored in the following locations on my hard drive (please select all that apply):

- My Documents Folder
- Desktop
- OneDrive Folder
- Elsewhere: Please be specific

Workstation Inventory Tag Number: _____

County Office/Department/Regional Center: _____

Date: _____

Computer Owner:

Please Print Name

Signature

PRESERVATION/LEGAL HOLD STATUS

Check this box if you are currently on any preservation or legal hold status.