

TOWN-OWNED TECHNOLOGY EQUIPMENT PERMISISON AND ACKNOWLEDGEMENT FORM

Date: _____

Dear _____:

The Town of Essex **Comprehensive Public Records and Technology Policy** states:

“Employees must have written permission from the IT Officer to remove from Town offices Town-owned technological devices of any kind and must sign a statement identifying all of the equipment in question and indicating that they are responsible for the well-being of the equipment and the safeguarding of any data stored thereupon.”

You have been identified as having custody over the following mobile, Town-owned equipment and you may have occasion to remove said equipment from Town offices from time to time for official Town business purposes:

Please review and attest to the statement listed below, in accordance with the Town’s policy, and return this document to the Information/Technology Officer, Brendhan Zubricki:

I, _____, hereby acknowledge that I am in custody of the above-listed, Town-owned equipment and that that I am responsible for the well-being of the equipment and the safeguarding of any data stored thereupon.

Signature

Date