

EQUIPMENT RETENTION CERTIFICATION
FOR PAYMENT REFORM CONTRACTOR INVENTORY TRANSFER ONLY

I **Enter Name** Enter Name hereby confirm the equipment* purchased under this County agreement
Contract Number Contract Number will continue to be used for the good of the citizens of San Diego County and the
duration of this agreement. I am also attaching the final inventory list of the equipment purchased
through this agreement, which has been reviewed and approved by the COR.

Initial & Date

For IT Equipment, I also confirm data will be destroyed consistent with the retention requirements** within
the County agreement and requirements of the selected box below:

☐ If the agreement includes Article 14: Data destruction in compliance with requirements of Article
14. **Initial Date via Drop Down.**

Initial & Date

☐ If the agreement does not include Article 14: Physically destroyed media in accordance with most
current applicable guidance on data sanitization from National Institute of Standards and Technology
(NIST), i.e., a government document providing robust methodological guidance for erasing data from
storage media. **Initial Date via Drop Down.**

Initial & Date

Authority's Name, Title, Contractor Name

Authority's Signature and Date

*Equipment is defined as:

1. **Capital Assets and Equipment:** Nonexpendable property charged directly to the award with:
 - 1.1. A useful life of more than one year, and
 - 1.2. An acquisition cost of \$5,000 or more per unit.
 - 1.3. Assets: Tangible or intangible property. Tangible examples: vehicles, buildings, computer hardware, and furniture costing more than \$5,000 per piece. Intangible examples: computer software, intellectual property rights, and patents.
 - 1.4. Equipment: Tangible property. Examples: lab equipment, commercial copy machines, and vending machines.
2. **Minor Equipment:** Tangible property charged directly to the award with:
 - 2.1. A useful life of one year or more, and/or
 - 2.2. An acquisition cost between \$500 – \$4,999 per unit.
 - 2.3. Examples: Modular equipment/furniture, if *each component's* value is under \$5,000; furniture and cell phones, including those under \$500, as their useful life is longer than one year.

**Contractors shall maintain availability of records related to performance of every County agreement per the terms outlined within, please refer to the agreement for parameters.