

## Missing Computer Device or Electronic Media

Please fill out this form to the best of your knowledge if you suspect a computing device to be lost or stolen. If the computing device is known to be stolen please contact the VCU police department and obtain a case number. Once you have completed the form please open a help desk ticket and include as an attachment.

Date: \_\_\_\_\_ Primary Owner Name: \_\_\_\_\_

Primary User eID: \_\_\_\_\_ Primary User Phone: \_\_\_\_\_

Primary User Department: \_\_\_\_\_

Local IT support contact info: \_\_\_\_\_

Device type: \_\_\_\_\_

(examples: Laptop, Desktop, USB Hard Drives, CD/DVDs, tapes):

Device Host name or IP (if known): \_\_\_\_\_

Make: \_\_\_\_\_

Model: \_\_\_\_\_

S/N: \_\_\_\_\_

Asset Tag: \_\_\_\_\_

Date and time incident occurred: \_\_\_\_\_

VCU Police case number: \_\_\_\_\_

Is device password protected? Yes  No

Is device encrypted? Yes  No

If yes list encryption software: \_\_\_\_\_

(examples: PGP, File Vault)

Is tracking software installed? Yes  No

If yes; list tracking software: \_\_\_\_\_

(examples: LoJack, Adeona)

Was device used to access confidential data or systems that hold confidential data?:

(Please check all of the appropriate boxes. Please see the following web page for examples of confidential data.

\*\*link to form webpage

Employee Data  Student Data  Financial Data  HIPAA  PHI  Classified Data  Research Data

Other Sensitive Data (please list below)

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Description of incident: Please be as detailed as possible.

Who last saw the device? When was the device last seen? What physical security measures were in place (office lock, cabinet lock, cable lock)?