**Attachment 1: CVR Equipment Inventory Adjustments**

Section 1: Current Inventory Summary

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| **A. CVR Equipment** | **B. Condition:**  G=good  D=damaged  L=lost  NA= the item had previously been damaged or lost but not replaced | **C. Identifying #**  (Asset tag, or serial # if untagged) | **D. Verification of hard drive disposal**  (If the Dell Optiplex has been previously disposed, note the method of disposal below and the person/organization responsible for carrying out the disposal) |
| Dell Optiplex GX 280 CPU |  |  |  |
| Dell 17-inch flat-screen monitor |  |  |  |
| Dell 1700NN laser printer |  |  |  |
| DYMO Label Writer 400 |  |  |  |
| Fujitsu Scanpartner FI-4220C2 flatbed scanner |  |  |  |
| Wasp bar code scanner WLP-4170 |  |  |  |

Section 2: Property Transfer Form (Acceptance of Donation from State)

The Municipality of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ accepts donation of the items listed above.

Action authorized by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_ Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Questions concerning responsible disposal of equipment can be referred to CEC.

Section 3: Dell Optiplex Computer Hard Drive Removal

Below are step by step instructions to walk you through the process of removing the hard drive from the Dell Optiplex computer. This computer was provided to all municipalities for use with CVR and was paid for federal funds via the Help America Vote Act of 2002 (HAVA).

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| **Step 1.** Turn the computer’s power off. Push the power button and hold it for ten seconds.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\power button 001.JPG | **Step 2.** Unplug the power cord from the back of the computer:  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA Computer 027.JPG |
| **Step 3.** Lay the computer on its side with metal grates on top as shown in the image below:  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA Computer 029.JPG | The next two steps are easier with two people. There are two (2) release buttons located on each side of the computer. |

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| **Step 4.** Press both release buttons at the same time. With two people working on this, one person can hold and press while the other pulls up on the computer case (the side now facing up) to open the case and expose the hard drive.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\side 001.JPG | **Step 5.** If working alone, press the release buttons and push up with your thumbs to open the case.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA 035.JPG |
| **Step 6.** Once you open the top as wide as it will go, locate the Hard Drive. It is attached to the part of the case that you have just lifted open. You will see a blue wire and a combination of red, orange and black wires attached to the Hard Drive.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\more hava 001.JPG | **Step 7.** There will be 2 green release tabs on the top and bottom of the Hard Drive, squeeze them towards each other and pull out.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\more hava 002.JPG |
| **Step 8.** Slide hard drive out of the mounted bracket. But be careful, it will still be attached by wires.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA 036.JPG | **Step 9.** While holding the Hard Drive in one hand, grasp the red, orange, black wires as close to the Hard Drive as you can and apply enough pressure to remove the black connector from the Hard Drive. This might require a little force as the two components can stick. But it should not be too hard to separate them.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA Computer 034.JPG  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA 037.JPG |

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| **Step10.** While holding the Hard Drive in one hand, grasp the blue wire as close to the Hard Drive as you can and apply enough pressure to remove the black connector from the Hard Drive.  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\HAVA 038.JPG  You have successfully removed the Hard Drive.  You may now close the lid to the computer by placing both hands on top and pressing down. You will hear the lid “snap” closed. | **Step 11.** Mail the hard drive to:  Heidi Peckham, Assistant Director of Elections  Elections Division  Bureau of Corporations, Elections & Commissions  101 State House Station  Augusta, ME 04333-0101  C:\Users\kathleen.lombardo\Desktop\HAVA Computer\again 001.JPG  *Thank you for your assistance.* |
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