**备份介质销毁申请表**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **申请人** |  | **部门** |  | **联系电话** |  |
| **介质名称** |  | **介质编号** |  | **所属部门** |  |
| **介质信息密级** |  | **销毁日期** |  |  |  |
| **销毁事由** |  | | | | |
| **销毁方式** |  | | | | |
| **介质责任人意见** | **签名：**  **日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_日** | | | | |
| **部门主管意见** | **签名：**  **日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_日** | | | | |
| **信息安全主管意见** | **签名：**  **日期：\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_日** | | | | |
| **备注** |  | | | | |