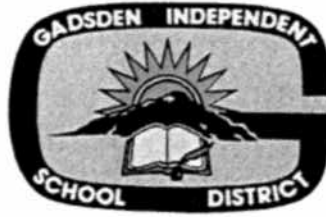


**Cynthia Nava**  
Superintendent



4950 McNutt Road/100 Laura Court  
Sunland Park, New Mexico

P.O. Drawer 70  
Anthony, N.M. 88021  
Phone: (505) 882-6200

To: Becky Acuna, Purchasing Agent  
From: Calixto Arzaga, Director for Technology  
Date: May 5, 2010  
Re: Disposal of Computers

---

As per the request of your office and the requirements of the state of New Mexico Auditor's office, this department continues to clean and format all systems, which are either transferred from one location to another or removed from service all together.

This has been standard operating procedure for this department for several years. Should you have any further questions, please contact me.

Thank you