Certificate of data destruction

Template. Fill in every field before issuing.

Replace every blank with your own details. Keep one certificate per collection, and list every data bearing device in the schedule by serial number. Continue the schedule on extra pages if you need to, numbering each page.

1. Certificate

Field	Entry
Certificate number	
Date issued	
Issued by (company, address)	
Company registration number	
Waste carrier registration number	

2. Customer and collection

Field	Entry
Customer (company, address)	
Customer reference or PO	
Collection date	
Collected from (site address)	
Waste transfer note reference	

3. Processing

Field	Entry
Processed at (site address)	
Date processing completed	
Erasure method and tool	
Standard followed	
Destruction method and particle size	
How the result was verified	
Number of devices on the schedule	

4. Asset schedule

#	Serial number	Asset tag	Type	Make and model	Method	Result
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

5. Declaration

We confirm that the data bearing devices listed in the schedule were received from the customer named above and processed by the method recorded against each one, with the result shown. Any device that could not be processed is marked as such in the Result column.

Field	Entry
Name	
Position	
Signature	
Date	