

## North Hall Data Center – Hard Drive Destruction Service Custody Tracking Record

Media submitted by: \_\_\_\_\_

Department: \_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Record Number
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Media			NHDC Only	
	Make/Model	Serial Number	Degauss	Crush
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
Chain of Custody				
Date	Released by	Received by	Comments	

This Chain-of-Custody form is to be retained as a permanent record by NHDC Management  
 Note: Media destruction is done by NSA listed equipment (EMP1000-HS Degausser, and 0101 HDD Crusher)

## Authorization for Disposal:

Item(s) #: \_\_\_\_\_

Submitted by: \_\_\_\_\_

Date/Time: \_\_\_\_\_

NHDC management is authorized to securely destroy and dispose of the media described in this document. Only confirmation of destruction will be returned to the customer.

Authorized Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Release of Destruction Confirmation Record to Owner:

The item(s) on this document was/were securely disposed of by:

Name: \_\_\_\_\_

Department: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This document was sent to department (Owner): \_\_\_\_\_

By:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_