



Certificate of Data Sanitization / Destruction

NIST SP 800-88 Rev. 2 Media Sanitization

Certificate #: **SAMPLE** Issue date: **01/01/2000**Job / pickup / evidence reference: **SAMPLE-JOB**

CLIENT INFORMATION

Company: **Sample Company**
Contact name: **Jane Doe**
Address: **123 Example St**
Phone: **(555) 010-0000** Email: **jane.doe@example.com**

DEVICE INVENTORY

#	Category / Make / Model	Serial / Asset #	Qty
1	Sample hard drive	SAMPLE-0001	1
2	Sample laptop	SAMPLE-0002	1
3	Sample desktop	SAMPLE-0003	1
4	Sample monitor	SAMPLE-0004	1
5	Sample server	SAMPLE-0005	1

☐ Additional devices on attached inventory Total devices: **5**

PROCESSING SUMMARY

☒ Data wipe / sanitization ☐ Physical destruction / disablingTechnique / actual outcome: **Example wipe record**☒ EverTrade facility ☐ Approved downstream facilityProcessing location / provider: **Example location**Final disposition: **Example disposition**

Blank worksheet only. No service or processing outcome is certified by this template. EverTrade must review the completed inventory, processing evidence, verification, and validation records before issuing a certificate.

EverTrade representative

Signature: **Sample Signer**
Print name: **Sample Signer**
Date: **01/01/2000**

Client representative

Signature: **Jane Doe**
Print name: **Jane Doe**
Date: **01/01/2000**