

# CERTIFICATE OF DESTRUCTION



THIS CERTIFICATE OF DESTRUCTION HAS BEEN ISSUED TO

# SAMPLE



This certifies that Masters Recycling received WEEE (Waste Electrical and Electronic Equipment) from the organisation listed above. Masters Recycling carried out the following procedures to ensure that customer's data was completely removed from the electronic devices that were recycled.

Environment Agency Registered  
Registration Number CBDU302061



**Joseph Masters - Director**  
24 June 2024

Department of Defence  
5220.22-M Standard



# Transportation and Storage Security

All equipment collected on the date was received by Masters Recycling and stored in a secure, monitored and locked facility. The facility is monitored by CCTV and Alarm system. All of our vehicles are fully tracked.

## Data Destruction Procedure

### Secure Storage:

All equipment was stored in a secure (locked) and monitored facility until the data destruction had taken place.

A Masters Recycling Employee destroyed data on all data bearing devices using the following procedures:

**Crush:** Device placed in a specialised machine and crushed with a considerable amount of force. Then shredded (National Institute of Standards and Technology's (NIST) Special Publication 800-88 Guidelines for Media Sanitization)

**Shred:** Shredded according to the National Institute of Standards and Technology's (NIST) Special Publication 800-88 Guidelines for Media Sanitization.

**Disk Sanitation:** Drives wiped to DoD 5220.22-M Standard. A software-based method of overwriting the data that completely destroy all electronic data residing on a hard disk drive or other digital media by using zeros and ones to overwrite data onto all sectors of the device. By overwriting the data on the storage device, the data is rendered unrecoverable and achieves data sanitization.

**Software Reset:** Performing a software reset on an electronic device involves wiping all stored information in an effort to restore the device to its original manufacturer settings. This action will result in the deletion of all previous data, settings, and applications on the device. If this has been unsuccessful it will revert to the shredding stage.

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