Sample Certificate of Destruction

SECURE TRANSPORTATION SINCE 1996



An annotated example of a Certificate of Destruction for hard drives, the serial schedule behind it, and a checklist for checking any certificate you are given

1. Purpose:

This pack shows what a proper Certificate of Destruction looks like and how to read it. It uses an example certificate with made-up names, serial numbers and references, and explains what each entry is there to prove.

It helps procurement, compliance, InfoSec and audit teams to:

- know what to ask a destruction supplier to issue
- check that a certificate can be traced back to the asset register
- spot a certificate that states a quantity but proves nothing
- file the right paperwork together after a job

Everything in the sample is an example only. The client, serial numbers, seal numbers, dates and reference are invented. It is not a legal form.

2. The Sample Certificate:

Each row shows an entry as it would appear, and why it is there.

Entry	Example	Why it matters
Certificate reference	SAMPLE-0001	One unique reference ties the certificate to the job, the serial schedule and the invoice
Date and place of destruction	[Date], at [Client site]	Shows when and where the media was destroyed
Client	Sample Client Ltd	States whose data the certificate covers
Job or order reference	JOB-SAMPLE	Links the certificate to the client's own order or ticket
Media destroyed	Hard drives, quantity 4	The quantity must match the asset list

Entry	Example	Why it matters
Method	Shredded on site, H-3 at a 40mm strip (DIN 66399)	States how the media was destroyed and to what specification. Degaussed media is recorded in the same way
Serial schedule	Attached: every drive by make, model and serial	The serials are the proof. A quantity alone cannot be checked
Chain of custody	Drives scanned as they went into the shredder; off-site drives moved under tamper evident seals	Shows control from release to destruction
Witness	[Client staff name] signed the list	Optional. On-site shredding can be witnessed by the client
Waste carrier	Secure Transportation Ltd, upper tier waste carrier, broker and dealer, registration CBDU551195	Shows the carrier is registered with the Environment Agency
Issued by	[Name], Secure Transportation Ltd, Unit 4 Quantum Business Park, Beacon Hill Road, Church Crookham, Fleet GU52 8EA	A named person takes responsibility for the record
Date issued	Same day as destruction	The certificate is issued the same day

3. The Serial Schedule:

Attached to the certificate, listing every item destroyed. The serial is read with a handheld barcode scanner as each drive is processed.

No.	Make	Model	Serial number	Seal number (off-site only)
1	Example Make	Example Model A	SAMPLE-SN-0001	SAMPLE-SEAL-01
2	Example Make	Example Model A	SAMPLE-SN-0002	SAMPLE-SEAL-01
3	Example Make	Example Model B	SAMPLE-SN-0003	SAMPLE-SEAL-01
4	Example Make	Example Model B	SAMPLE-SN-0004	SAMPLE-SEAL-01

For a job across several sites, one manifest covers the whole job.

4. The Paperwork Around the Certificate:

A destruction job produces more than one document. These are the records to expect and file together.

Document	What it shows
Certificate of Destruction	That data-bearing media was destroyed, how, when and where
Serial schedule or itemised asset report	Exactly which items were handled
Manifest	Every site and collection in a multi-site job
Seal log	The tamper evident seal numbers logged against the serial list, for off-site jobs
Waste transfer note	The transfer of waste to the carrier, supporting the duty of care
Consignment note	Needed only where a hazardous stream is involved
WEEE certification	Issued by the Approved Authorised Treatment Facility for the non-data hardware
Data Processing Agreement	Signed before work begins

5. How to Check a Certificate:

- ☐ The certificate has a unique reference
- ☐ The client name and site are correct
- ☐ The date of destruction is stated
- ☐ The quantity matches your asset list
- ☐ Every item is listed by make, model and serial
- ☐ The serials match your own asset register
- ☐ The destruction method is stated, with its specification
- ☐ Seal numbers are listed for any off-site job
- ☐ A named person has signed and dated it
- ☐ The waste carrier registration is shown
- ☐ A WEEE certificate is held for any non-data hardware
- ☐ Any exception, such as an unreadable serial, is recorded

6. Common Certificate Problems to Avoid:

- a quantity with no serial list behind it
- a method given only as "destroyed"
- no date, no place or no named signatory
- serials that were never checked against the register
- a certificate with no reference to tie it to the job
- waste paperwork and data paperwork filed in different places
- an exception handled by phone and never written down

7. Why this pack matters:

A certificate is only as good as the record behind it. A certificate with a matched serial list lets you:

- prove which drives were destroyed
- answer an audit or customer question without delay
- show that destruction took place before the equipment left your control
- hold your supplier to a clear standard

For secure data destruction, the proof matters almost as much as the shredding itself.

8. Related Secure Transportation services:

- HDD Data Destruction
- ITAD, Data Destruction and WEEE
- WEEE Waste Disposal
- Secure Transport UK and Europe