



# Certificate of Data Destruction

February 6, 2018

Re: DTC Computer Supplies Purchase Order # 14795

**SAMPLE**

Quantity	Part Number	Item Description
897 ea	U-LTO6	USED LTO-6 Tape Cartridges
228 ea	U-2TBSSD	USED 2TB SSD Drives

## LETTER OF CERTIFICATION FOR DESTRUCTION OF PROPRIETARY PRODUCTS

This letter of certification is provided to **John Mason, ABC Company, LLC**, as it pertains to the destruction and disposal of the data on the storage media to the above listed DTC Computer Supplies Purchase Order number. DTC Computer Supplies acknowledges the receipt of the above-described materials from the suppliers. DTC Computer Supplies has eradicated data on all media regardless if they are usable or not. All un-usable media are degaussed, separated, and recycled responsibly. Non-value and un-usable media have been deducted from the purchase order, but still listed on this certification.

DTC Computer Supplies acknowledges that the materials contain confidential and proprietary information of the supplier and that, if disclosed, may harm the supplier. Upon receipt, DTC Computer Supplies assures protection against third party access to the material before data is destroyed and further agrees not to disclose any information contained in the material to any third party for any reason. DTC Computer Supplies hereby agrees that we have not read or duplicated such files nor sold or disclosed any of such data to any other person, firm, corporation or other entity.

DTC Computer Supplies guarantees our processes to meet or exceed HIPAA, DOD, SOX, and PCI requirements for magnetic media and data destruction. Non-Degaussed Media – those which cannot be degaussed, are eradicated using our proprietary software and equipment. **John Mason, ABC Company, LLC**, may audit the destruction of confidential information by a review of randomly selected items provided by **John Mason, ABC Company, LLC**, under the above-stated PO.

Sincerely,  
 Nick Kinsley  
[nick@dtc1.com](mailto:nick@dtc1.com)

**SAMPLE**



**DTC Computer Supplies**