**ADM 418**

**APPENDIX E - MEDIA DISPOSAL LOG**

The below data was disposed / destroyed as required in **Security Policy #8 – Equipment Disposal**

**Date of Destruction:**

**Authorized By:** Click here to enter text.

**Description of Information Disposed of or Destroyed** (include Manufacturer/Model/Serial Number/etc):

Click here to enter text.

**Backup of Personally Identifiable Information (PII) or sensitive company data?** Required if PII or data is the only copy.

[ ]  Yes

[ ]  No

**If Yes, List Backup Location:** Click here to enter text.

**Method of Destruction:**

[ ]  **Clear** (One method to sanitize media is to use software or hardware products to overwrite storage space on the media with non-sensitive data. This process may include overwriting not only the logical storage location of a file(s) (e.g., file allocation table) but also may include all addressable locations. The security goal of the overwriting process is to replace written data with random data. Overwriting cannot be used for media that are damaged or not rewriteable.)

[ ]  **Purge** (Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging. Degaussing is exposing the magnetic media to a strong magnetic field in order to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged or inoperative media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes.

[ ]  **Destroy** (Degaussing and executing the firmware Secure Erase command (for ATA drives only) are acceptable methods for purging. Degaussing is exposing the magnetic media to a strong magnetic field in order to disrupt the recorded magnetic domains. A degausser is a device that generates a magnetic field used to sanitize magnetic media. Degaussers are rated based on the type (i.e., low energy or high energy) of magnetic media they can purge. Degaussers operate using either a strong permanent magnet or an electromagnetic coil. Degaussing can be an effective method for purging damaged or inoperative media, for purging media with exceptionally large storage capacities, or for quickly purging diskettes.)

**Destruction Method Used**:

 Click here to enter text.

**Final Disposition of Media:**

[ ]  Disposed

[ ]  Reused Internally

[ ]  Reused Externally (sold / donated / etc.)

[ ]  Returned to Manufacturer / Leasing Company / Vendor / etc.

[ ]  Other: Click here to enter text.

Save this log and retain indefinitely. Upload to the Security Portal.