Certificate of data destruction: review checklist

Run this check on any certificate of data destruction or sanitization before you sign off on a decommission.

Project / shipment	Certificate no. / date	Reviewed by

01 The certificate includes

- [ ] Every data-bearing device is listed by serial number (or the batch certificate is backed by a serialized report)
- [ ] Manufacturer, model and media type are recorded for each device
- [ ] Your asset tag or reference appears where one exists
- [ ] The method is stated: Clear, Purge or Destroy
- [ ] The technique and tool are named (for example overwrite, cryptographic erase, block erase, shredding), with tool version
- [ ] Verification is recorded: how the result was checked, and the outcome
- [ ] The person and organization that did the work, and the date and location, are recorded
- [ ] The certificate is signed by an identifiable, accountable person
- [ ] Final disposition is stated: reused, resold, recycled or destroyed

02 No red flags

Tick each one that does **not** apply:

- [ ] No serial numbers, or a count that doesn't match what you shipped
- [ ] No method stated, or only vague wording like "recycled" or "processed"
- [ ] A destruction date before the hardware was picked up or received
- [ ] No verification step recorded
- [ ] Unsigned, or signed by no identifiable person or organization
- [ ] Drives inside servers and arrays missing from the record
- [ ] A certificate issued before you've confirmed the full shipment was received

03 Reconciled against your inventory

- [ ] Export the serial numbers of every data-bearing device from your decommission inventory
- [ ] Match them against the certificate or serialized report
- [ ] List anything on your inventory that's missing from the certificate, and anything on the certificate you don't recognize
- [ ] Resolve every difference in writing before you close the project
- [ ] File the certificate with your inventory, chain-of-custody records and freight documents

> A certificate that fails a check doesn't mean data was mishandled, but it can't prove it wasn't. Ask for a corrected or serialized version before you close the project.

Retiring hardware? Handled buys surplus servers, GPUs, server RAM, storage and networking, and coordinates de-racking, freight, chain of custody and data handling. Send a rough list to hello@handledinfra.com.

handledinfra.com

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