



CACRC Certificate of Destruction

This certifies that the following procedures were followed to ensure that customer proprietary information was totally removed from computer hard drives that were donated to the Capital Area Corporate Recycling Council (CACRC).

Transportation Security:

The total donated batch was received by CACRC authorized personnel, and stored in a secure (locked) facility.

Data removal procedures:

1. The donated units were stored in a secured storage facility to ensure the security of the unit and data until the hard drive data could be removed per CACRC standards and procedures.
2. The Technician wiped the hard drive of all data according to the following procedure:
 - Killdisk or DBAN - utilities that securely overwrite information over the hard drive, destroy all partitions, and unused disk space. This makes all information on the hard drive unrecoverable.
3. The CACRC computers were stripped of all identification tags, names, property tags or any symbols identifying the unit to the original donor.
4. All equipment deemed unusable was recycled in an environmentally sound manner. Any hard drives in unusable equipment were physically drilled before being recycled.
5. The above information pertains to the following lot(s) of donated equipment to the CLK institution:

▪ Donor: _____

▪ Quantity of Computers: _____

▪ Receiving Date: _____

Nancy Jo Craig, CACRC Director

Date