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**Media Destruction Services  
For ABC Company**

**October 12, 20xx**

- Support for: HP, 3PAR, Compellent, Hitachi, LSI, Sun, EMC, IBM, Dell, Cisco, Brocade, and much more
- Data Center Relocation Services
- Media Destruction Services

# Media Destruction Process



**This document, we will provide the process for which all media (i.e. tapes, disk drives, floppy disks, cartridges and other miscellaneous storage devices) will be erased to meet the DOD 5220.22-M specifications, and then destroyed utilizing our shredding process. We will provide you documentation and pictures demonstrating the acquisition process, sealing of the vehicle storage, cutting the seal, loading the media onto the conveyor, and then finally shredded into a pile of scrap material.**

# Media Destruction Process



**On Thursday, October 8th, 20xx at 1:30pm, Sherlock Services acquired 32 boxes containing the following:**

- **7 Boxes of Disk Drives**
- **9 Boxes of DLT Tape Media**
- **14 Boxes of Reel to Reel Media**
- **2 Boxes of Floppy Drive Media**

# Media Destruction Process

Boxes were placed on our enclosed cargo vehicle.



# Media Destruction Process

Once everything was strapped down, the door is shut, locked and a security tie is placed on the latch.

Security Tag # 0116602



# Media Destruction Process

The truck then transports the media to the location where destruction takes place. On Friday, October 9<sup>th</sup>, 20xx at 11:45am, the tag is removed and media is taken off the truck.



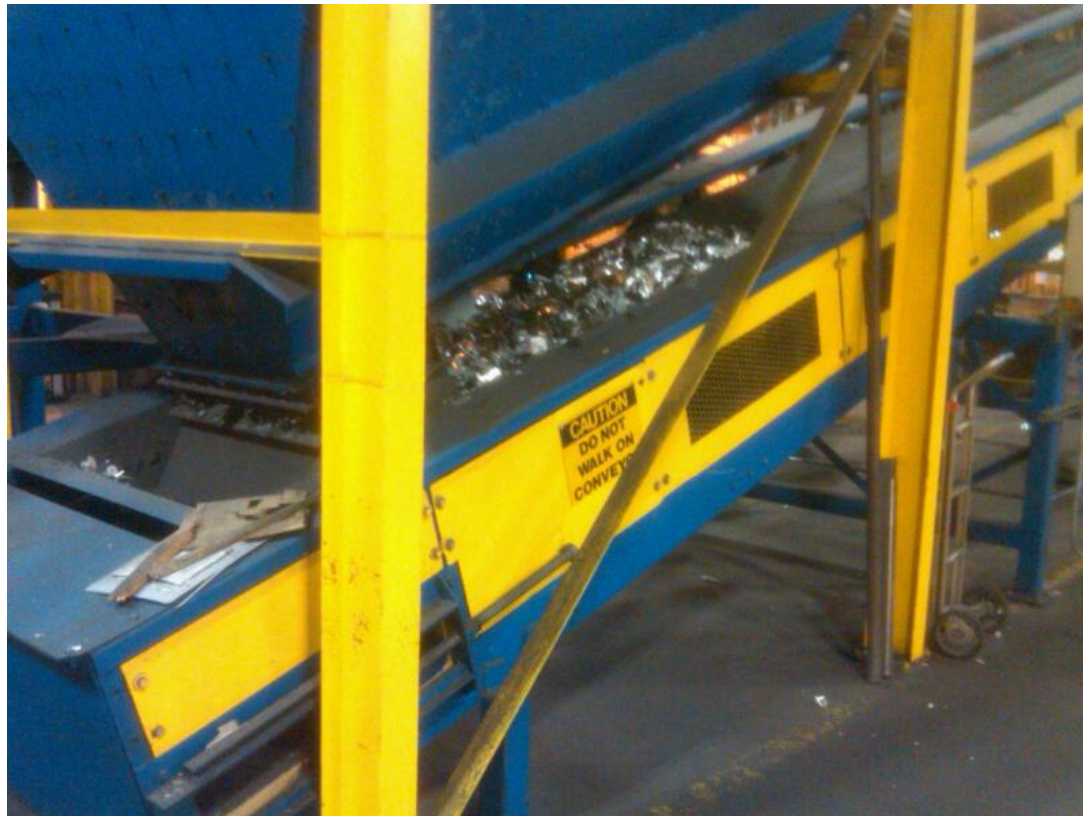
# Media Destruction Process

All media is formatted to meet strict DOD 5220.22-M specifications.



# Media Destruction Process

Once formatted, the media is placed on the shredder conveyor belt.





# Media Destruction Process

Media is then ground up in the equipment shredder.



# Media Destruction Process



**On behalf of Sherlock Services, we thank you for utilizing our Media Destruction Service.**

**Sincerely,**

**Joe Sales  
Account Executive**