



August 10<sup>th</sup>, 2015

DMS P.O. No.: NT

Item Description

Qty

This certified letter of data destruction is provided to \_\_\_\_\_ as it pertains to the destruction and disposal of material relative to the above Data Media Source (DMS) purchase order number and/or quote number. DMS acknowledges the receipt of the above described materials from the supplier and that DMS has destroyed or will destroy all accessible data recorded on the tapes.

DMS acknowledges that the materials listed above may contain confidential and proprietary information that, if disclosed, may harm the supplier. Accordingly, DMS guarantees protection against unauthorized third party access to the material before data is destroyed and further agrees not to disclose any information to a third party for any reason. Detailed chain of custody, individual audit list, and tour of our secure facility are available upon request.

The process for the destruction of data on all degaussable media will be completed using a Garner CDS-2500A degausser or Verity 22008-803. DMS guarantees any information on the tapes to be irretrievable after this process.

Our data destruction process for LTO and 3592 servo track media magnetically erases all accessible recorded data on the tape. This proprietary system encompasses three separate hardware steps. A strong magnetic field exceeding the Oersted rating for the media is run the entire length fully erasing each tape. A new permanent file mark is recorded onto the tape date of the Certified for Reuse process and a complete his is kept by DMS of every tape processed. A final and separate quality assurance check of each tape is made to confirm erasure. DMS guarantees any information on the tapes to be irretrievable after this process.

Should you have any further questions please do not hesitate to contact us.

Sincerely,



Clay Teramo  
The Data Media Source, Inc.  
800-252-9268