



9/3/2009

SAMPLE

DMS P.O. No.:

Item Description

Qty

This certified letter of destruction is provided to (the supplier) 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 data within five business days from the date of receipt.

DMS acknowledges that the materials above contain confidential and proprietary information of the supplier and that, if disclosed, may harm the supplier. Accordingly, DMS guarantees protection against third party access to the material before data is destroyed and further agrees not to disclose any information contained in the material to any third party for any reason.

Destruction of data on the degaussable media will be completed using a Garner CDS-2500 degausser. DMS guarantees any information on the tapes to be irretrievable at this point.

Our standard data destruction process for media with magnetic servo tracks renders every tape unreadable as it removes the address map required to access the data fields and it destroys a portion of the data fields themselves throughout the tape. This does not eradicate all the data on the tape, but to access any readable portion of data after our process is performed is beyond the capability of any data recovery or forensic process we are aware of.

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

Sincerely,

Russ Hill
The Data Media Source, Inc.
800-252-9268