



(Supplier) On-site Data Media Sanitization Project

(Supplier) has previously used data media with highly sensitive data. They require that the data be eradicated prior to the tape leaving their facility. The list of media is:

1. AIT2
2. AIT3
3. LTO6
4. LTO7
5. 3592JB

SAMPLE

DMS will come on-site with their own equipment to erase data from the tape and then remove the tape from the facility.

Key tasks for the project:

1. Audit the tape prior to beginning data sanitization
2. Share list of volser numbers with (Supplier) personnel prior to sanitization
3. (Supplier) confirms that volser numbers listed are ok to erase>
4. DMS personnel complete media sanitization process
 - a. Degauss AIT utilizing four-pass process
 - b. Erase LTO on proprietary system
5. Confirm volser numbers and tape count against original list
6. Provide random sampling of tape to (Supplier) for inspection.
7. (Supplier) signs off on sanitization process confirming data erasure
8. DMS personnel box tape. Each box to be labeled and contain identical quantities.
9. (Supplier) signs off on box count and total tape count
10. DMS removes tape from (Supplier) facility

Location:

(Supplier)
ATTN: IT Manager
123 Main St.
San Jose, CA 95131

Timeline:

Project timeline is Monday, June 22nd, 20XX through Friday, June 26th,
2009 AIT data sanitization is Monday, June 22nd, through the end-of-day
LTO data sanitization is Tuesday, June 23rd through June 26th

Deliverables:

1. List of tape volser numbers prior to beginning sanitization
2. Copy of confirmation of volser numbers
3. Copy of confirmation of sanitization process
4. Receipt for tape at the time of removal, detailing DMS personnel, box and tape counts
5. Certified letter of data sanitization for legal records

Equipment List:

1. Garner CDS-2500 degausser, qty 1
2. DMS LTO Eraser, qty 3