



CERTIFICATE OF DATA DESTRUCTION

Example

Collection Event ID

Example

Date of Issuance

Company X

This document certifies that data-bearing items listed in the associated reports have been sanitized, physically destroyed, or routed to an approved downstream sanitization partner, in accordance with the disposition path appropriate to each item type.

Our procedures comply with stringent data security and quality management requirements, including NAID AAA Certification*, ISO 9001, ISO 14001, and ISO 45001. Additionally, we adhere to data protections regulations including HIPAA, GLBA, FACTA, FISMA, PIPEDA, and SOX, by utilizing the National Institute of Standards and Technology (NIST) 800-88 data destruction method.



TRANSPORTATION & STORAGE

All items are secured in a NAID- and ISO-certified facility, safeguarded by advanced ADT security systems and surveillance cameras. Only employees and volunteers who have passed rigorous background checks and information security training are granted access to the facility.



HARD DRIVE DATA SANITIZATION

Using the NIST 800-88 method, existing data is overwritten with random data across the entire storage medium to ensure the complete destruction of any residual data. Subsequently, we rescan the hard drive to confirm that all data has been thoroughly wiped.



PHYSICAL DESTRUCTION

If software-based methods cannot verify absolute data destruction, then we will physically destroy the storage medium using a shredding device. The shredded materials are then responsibly recycled via a Responsible Recycling (R2) certified organization.** Every batch is logged with unique identifiers that are recorded in our internal audit trail. Verification records can be provided upon request, ensuring all processes remain traceable, verifiable, and compliant with NAID AAA and R2 standards.



ALL DATA IS ERASED INCLUDING:

- NTFS, FAT/exFAT, and HFS+ volumes from areas containing deleted and unused data
- File slack space (unused bytes in the last cluster occupied by files)
- Free clusters (unused by file data sectors)
- Deleted MFT records on NTFS and Directory system records on FAT/exFAT

*NAID AAA Certification

NAID AAA Certification verifies that an organization meets strict standards for secure data destruction, including physical and electronic safeguards and responsible disposal methods, ensuring compliance with relevant laws and best practices. For more information about NAID AAA Certification, you can visit the official website of the National Association for Information Destruction (NAID) at <https://isigmaonline.org/certifications/naid-aaa-certification/>

**R2 Certification

R2 Certification ensures that electronics recyclers and refurbishers follow rigorous guidelines for safe, environmentally responsible recycling and refurbishment, covering data security, worker safety, and environmental protection. For more information about R2 Certification, you can visit the official website of Sustainable Electronics Recycling International (SERI) at <https://sustainableelectronics.org/r2/>

James Jack

Co-Founder & Chief Innovation Officer
Human-I-T



Hard Drive Receipt

(Company Name)

Date: XX/XX/XXXX

Hard Drive Serial Number	Method of Data Destruction
X	Destroyed
X	Destroyed
X	Destroyed
X	Destroyed
X	Destroyed
X	Destroyed
X	Destroyed
X	Destroyed
X	Destroyed
X	Wiped
X	Wiped
X	Wiped
X	Wiped
X	Wiped
X	Wiped
X	Downstream Sanitized
X	Downstream Sanitized
X	Downstream Sanitized
X	Downstream Sanitized
X	Downstream Sanitized



Charitable Donation Receipt

(Company Name)

(Received Date)

Collection Event ID: 12345678901

Item Type	Brand	Model Number	Serial Number	QTY	Category
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Laptops	Dell	X	X	1	Computers & Tablets
Tablets	Apple	X	X	1	Computers & Tablets
Tablets	Apple	X	X	1	Computers & Tablets
Tablets	Apple	X	X	1	Computers & Tablets
Tablets	Apple	X	X	1	Computers & Tablets
USB	NA	X	X	1	Computer Accessories
USB	NA	X	X	1	Computer Accessories
USB	NA	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Monitors	Samsung	X	X	1	Computer Accessories
Laser Printers	HP	X	X	1	Printer & Scanners
Laser Printers	HP	X	X	1	Printer & Scanners
Laser Printers	Xerox	X	X	1	Printer & Scanners
Other	Other	X	X	1	Office
Other	Other	X	X	1	Office
Other	Other	X	X	1	Office
Other	Other	X	X	1	Audio/Video
Other	Other	X	X	1	Audio/Video
Other	Other	X	X	1	Audio/Video
Other	Other	X	X	1	Audio/Video
Other	Other	X	X	1	Audio/Video
Other	Other	X	X	1	Audio/Video
Other	Other	Miscellaneous	Inapplicable	X	Bulk E-Waste (lbs)

Serial numbers marked as "N/A" when they are illegible, missing, or internally inaccessible. Small media (USB drives, CDs, tapes) are physically destroyed as a category and reported in aggregate, not as individual line items.

Total Weight Diverted in Lbs: _____ X _____
 Total Value in US Dollars: _____
 (to be completed by the donor)

Human-I-T hereby acknowledges receipt of the equipment listed above and confirms that we take full ownership and liability for the equipment. Any storage devices that Human-I-T isn't able to confirm data removal will be deemed unusable and the storage device will be physically destroyed, or routed under chain of custody to an approved downstream sanitization partner. Any equipment deemed unusable will be recycled in an environmentally sound manner and meet all applicable local country and state regulatory laws and requirements.

human-i-t.org | 888.268.3921 | donate@human-i-t.org

Human-I-T is a 501(c)3 Organization EIN: 46-0773284