



SAMPLE CLIENT CLOSEOUT RECORD

Certificate of Destruction

ASI-coordinated IT asset disposition, custody and processing record

SAMPLE

COD-2026-0042

CLIENT Example Workplace Portfolio	PROJECT Sample National Equipment Refresh	PROGRAM REFERENCE ASI-SAMPLE-ITAD-042
ORIGIN SITE 123 Example Plaza, Suite 400 Phoenix, AZ 85004	PICKUP September 4, 2026 09:20 local time	PROCESSING September 7, 2026 14:35 local time

61	61	45	16
ASSETS RECEIVED	ASSETS RECONCILED	DATA-BEARING MEDIA DESTROYED	NON-DATA ELECTRONICS RECYCLED

Custody and processing summary

PROCESSING PROVIDER Sample Processing Partner	PROCESSING FACILITY Sample Secure Processing Facility Phoenix, Arizona
TRANSPORT CONTROL Two sealed transport units Seal IDs SAMPLE-1042 and SAMPLE-1043	CUSTODY RECONCILIATION Pickup manifest, receiving count and provider batch record matched with no sample exception

Sample asset reconciliation

Asset class	Qty	Sample identifier	Media type	Disposition method	Verification record
Laptop computers	24	NB-SAMPLE-001 to 024	Solid-state drive	Destroy: physical shredding	Provider batch result, count matched
Desktop computers	12	DT-SAMPLE-001 to 012	Solid-state drive	Destroy: physical shredding	Provider batch result, count matched
Server drives	9	SV-SAMPLE-001 to 009	Magnetic disk	Destroy: physical shredding	Provider batch result, count matched
Monitors and peripherals	16	ND-SAMPLE-001 to 016	Non-data-bearing	Approved electronics recycling route	Receiving record and weight ticket

Certification and closeout

PROCESSING PROVIDER CERTIFICATION I certify that the sample assets listed above were processed using the recorded methods and that the listed verification records were completed. Sample Provider Representative Title Date	ASI PROJECT CLOSEOUT REVIEW ASI coordinates project scope, custody documentation and closeout. The engaged processing provider performs and certifies the selected sanitization or destruction method. Sample ASI Project Reviewer Date
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Record basis: This illustrative format uses common media-sanitization record fields reflected in NIST SP 800-88 Rev. 2 and SERI R2v3 guidance. Client requirements, media type, approved method, provider qualifications and applicable law control each real project. No ASI or provider certification is represented by this sample.