

# TRi - Magnetics Corp.

• 5529 E. Lamona Ave, Fresno, Ca. 93727 • TEL.559.251.3331 • TOLL FREE. 877.340.2354  
• FAX 559.251.3378 • [Ehahn@tri-magnetics.com](mailto:Ehahn@tri-magnetics.com) •

## Certificate of Records Destruction

This report documents and certifies that all records received at our facility have undergone the procedures listed in Section A.

<b>Customer Name:</b>	<b>Date Received</b>	<b>Total Records Received:</b>
		<b>Record Type:</b>

<b>Purchase Order #</b>	<b>Date of Destruction</b>	<b>Total Records Destroyed:</b>

A. Destruction Procedures: All magnetic media received at our facility for salvage purposes are kept in a locked, enclosed storage area to ensure the security of materials received. The media is then de-labeled and purged through proper degaussing (i.e. erasing data from physical tape) procedures, which are in accordance to coercivity level for each particular media. This ensures that proprietary information remains unrecoverable. Once the media has been degaussed, each unit is mechanically chopped/crushed and properly destroyed according to environmental requirements.

I hereby certify that the above performances of these procedures are true and that we will be responsible for any consequential damage that may occur, due to security reasons on our behalf.

Sample Only

Operations Manager

Signature

Date

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