

Data Destruction Request Form

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A practical request form to capture data sanitization and destruction requirements for storage media and data-bearing devices.

Important: This form supports request planning and authorization. Customers should confirm their internal data-retention, legal-hold and compliance requirements before authorizing data sanitization or destruction. Final treatment methods will be confirmed based on the media type, condition and agreed service scope.

Customer and Authorization

Field	Customer Input
Company / Organization	
Authorized Requestor	
Email / Phone	
Department / Cost Centre	
Site Address	
Postal Code	
Preferred Collection Date / Time Window	
Approval Reference / Ticket No.	

Media / Device Details

Data sensitivity classification: Public / Internal / Confidential / Restricted / Other, as applicable.

Media Type	Quantity	Serial / Asset Tag	Data Sensitivity	Requested Outcome / Method
Hard Disk Drive (HDD)				Sanitize / Physical Destruction
Solid State Drive (SSD)				Sanitize / Physical Destruction
Laptop / Desktop / Server				Sanitize Device / Remove Media / Destroy Media
Mobile Phone / Tablet				Sanitize Device / Physical Destruction
USB / Memory Card / Tape				Sanitize Where Applicable / Physical Destruction
Other				Specify

Chain-of-Custody Requirements / Collection Record

- ☐ Serial / asset-tag tracking required
- ☐ Named handover and receiving personnel required
- ☐ Sealed container / tamper-evident handling required
- ☐ Transport / vehicle reference required
- ☐ Processing / job reference required
- ☐ Other requirement: _____

To be completed at handover:

Pickup Date / Time: _____

Handover Person: _____

Receiver: _____

Container / Seal No.: _____

Certificate & Record Requirements

- ☐ Certificate of Data Destruction
- ☐ Asset / Serial Number Listing
- ☐ Destruction Date Recorded
- ☐ Sanitization / Destruction Method Recorded
- ☐ Authorized Sign-off
- ☐ Other documentation: _____

Required record-retention period, if applicable: _____

Customer Sign-off

I confirm that I am authorized to request data sanitization or destruction of the listed media/devices on behalf of the organization and, to the best of my knowledge, no legal hold, retention requirement or other restriction prevents the requested processing. I understand that the final sanitization or destruction method, documentation and processing arrangements will be confirmed with ReTech Resource before processing.

Authorized Name: _____ Signature: _____ Date: _____

References & Notes

This form is intended to capture preliminary data sanitization and destruction requirements. Final acceptance, sanitization or destruction method, chain-of-custody controls, certificate content and documentation may vary depending on media type, condition, data sensitivity, customer requirements and the agreed service scope. Customers remain responsible for confirming applicable data-retention, legal-hold and internal authorization requirements before processing. ReTech Resource will confirm the applicable arrangements before sanitization or destruction. Information reviewed September 2026.

- [NEA E-Waste Management](#)
- [PDPC – Guide to Data Protection Practices for ICT Systems](#)
- [NIST SP 800-88 Rev. 2 – Guidelines for Media Sanitization](#)