



ECOBYTE

EcoByte IT Asset Chain of Custody Form

Service Type: IT Asset Disposition / Data Destruction

Date: 2/12/2024

Client Information

Company Name: West Ky Logistics Grp.

Contact Name: Sam Snyder

Phone Number: 270-555-1234

Email: SSnyder@WKLG.com

Pickup Address:

4681 Madison St. Back Dock

Paducah, Ky 42001

Asset Information

Item #	Asset Type	Brand/Model	S/N	Quantity	Notes
1	Desktops	Dell Optiplex	See att. List	19	Office refresh
2	Servers/Ntwrk	Poweredge	See att. list	7	Upgrade
3	HDDs/SSDs	Seagate/WD	Bulk Lot	26	NIST lvl 3

Data Destruction Method Requested

- NIST-Aligned Data Wiping (Software)
- Physical Destruction (Shredding)
- Both
- Not Sure (EcoByte to Determine)

Transfer of Custody

By signing below, the client acknowledges transfer of the listed assets to EcoByte for secure handling, processing, and disposition.

Released By (Client)

Name: Sam Snyder

Signature: *Sam Snyder*

Date: 2/12/24

Received By (EcoByte Representative)

Name: A. Holman

Signature: *A. Holman*

Date: 2/12/24

Processing Log (Internal Use)

Step	Description	Date	Initials
Intake Logged	Entered into system	2/14/24	A.H.
Data Destruction	Drives wiped/shredded per request	2/16/24	A.H.
Verification	Data destruction verified	2/16/24	A.H.
Final Disposition	Resale and recycling completed	2/18/24	A.H.

Certification Reference (Filled After Completion)

Certificate of Data Destruction Issued: Yes No

Certificate ID #: EB-2024-0216-001

Completion Date: 2/18/24