SITE survey. APP

SITE SURVEY REPORT

IT Asset Disposal and Data Destruction Record

Prepared for	Kingsmead Housing Association
Date	24 Sep 2026
Site	Kingsmead Housing, York
Prepared by	P. Sandhu

FORM

IT Asset Disposal and Data Destruction Record

1. Job details

Project	Kingsmead Housing, York: laptop and drive disposal
Certificate or job reference	DD-2026-0387
Customer	Kingsmead Housing Association
Site	Kingsmead Housing head office, York
Site address	Foss Bank, York YO31
Date	24 Sep 2026
Technician	P. Sandhu, Clearbyte Recycling Ltd
Who at the customer authorised the disposal?	L. Marsh, Head of IT
Why is the equipment leaving service?	End of life

> The NCSC says storage media should be sanitised when it is reused, sold or donated, sent for repair, or disposed of. Otherwise sensitive data may remain on it.

Where is the data being erased or destroyed?	On the customer's site
Where the data was erased or destroyed on site (GPS)	Rear car park, Clearbyte shredder van · 53.964180, -1.075220 (SE 60769 52406, ±6 m)
Is there a written contract with the disposal company covering the data?	Yes

2. Items

> Clear, purge, destroy. NIST SP 800-88 Revision 2 (September 2025) describes three levels: clear (overwriting through the normal interface), purge (techniques that make recovery infeasible even in a laboratory, such as cryptographic erase) and destroy (the media cannot be used again). Choose the level to suit how sensitive the data is.

Items 1: Solid state drive

Type	Solid state drive
Make and model	256 GB SATA SSD, from laptop KH-1021
Serial number	EX-SSD-20417

Asset tag	KH-1021
Was the storage encrypted in use?	Yes
Method	Secure erase command built into the drive
Software or tool and version	Erase software 5.2, drive secure erase
Verification	Verified: passed
What happens to it next?	Resale or donation

Items 2: Solid state drive

Type	Solid state drive
Make and model	256 GB SATA SSD, from laptop KH-1034
Serial number	EX-SSD-20488
Asset tag	KH-1034
Was the storage encrypted in use?	Yes
Method	Secure erase command built into the drive
Software or tool and version	Erase software 5.2, drive secure erase
Verification	Verified: passed
What happens to it next?	Resale or donation

Items 3: Hard disk drive

Type	Hard disk drive
Make and model	500 GB 2.5 inch HDD, from laptop KH-0877. Would not spin up, so could not be erased.
Serial number	EX-HDD-90318
Asset tag	KH-0877
Was the storage encrypted in use?	No
Method	Crush or punch
Verification	Verified: passed
What happens to it next?	Recycling as waste

Photos: serial label, and the media after destruction



Items 4: Hard disk drive

Type	Hard disk drive
Make and model	1 TB 3.5 inch HDD, from desktop KH-D0412 (going back into use in the training room)
Serial number	EX-HDD-71155
Asset tag	KH-D0412
Was the storage encrypted in use?	No
Method	Overwrite
Software or tool and version	Erase software 5.2, single pass overwrite with verification
Verification	Verified: passed
What happens to it next?	Reuse by the customer

Items 5: Phone or tablet

Type	Phone or tablet
Make and model	Company smartphone
Serial number	EX-PH-33106
Asset tag	KH-M114
Was the storage encrypted in use?	Yes
Method	Factory reset of an encrypted device

Software or tool and version	Remote wipe from device management, then reset on the bench
Verification	Verified: passed
What happens to it next?	Resale or donation

Items 6: USB stick or memory card

Type	USB stick or memory card
Make and model	32 GB USB stick found in the returns box
Serial number	None on the stick: recorded by asset tag and photo
Asset tag	KH-USB-07
Was the storage encrypted in use?	No
Method	Shred
Verification	Verified: passed
What happens to it next?	Recycling as waste
Items recorded	6
Verified	6
Failed verification	0
Physically destroyed	2
Erased for reuse or return	4
Not verified	0
Items verified (%)	100
Leaving as waste	2

3. Waste and recycling

Is any equipment leaving as waste?	Yes
Waste carrier	Clearbyte Recycling Ltd
Waste carrier registration number	CBDU-EXAMPLE-0418
Waste transfer note reference	WTN-2026-0915

> Waste transfer notes. GOV.UK says each load of non-hazardous waste that leaves a business needs a waste transfer note or a document with the same information, and both businesses must keep a copy for 2 years. Some equipment, such as items with certain batteries or screens, can be hazardous waste, which needs a consignment note kept for 3 years.

4. Certificate

I confirm that the data on the items listed in this record was erased or destroyed by the methods shown, and that the result for each item is as recorded.

Technician name	P. Sandhu, Clearbyte Recycling Ltd
Technician signature	
Witnessed for the customer by	L. Marsh
Position	Head of IT
Witness signature	