HIPAA_Media_Destruction_Form

HIPAA Media Destruction Verification & Chain of Custody Form

Instructions: Complete for any media/device containing ePHI. Retain for 6 years.

Section 1: Media Details
- Media Type (HDD/SSD/Tape/USB/Optical/Mobile): _____
- Asset Tag / Serial #: _____
- Capacity: _____
- Location (site/room): _____
- Custodian/Department: _____
- Data Classification (ePHI/PII/etc.): _____

Section 2: Authorization
- Ticket/Change/Incident #: _____
- System Owner Approval (name/sign/date): _____
- Security/Privacy Approval (name/sign/date): _____

Section 3: Sanitization/Destruction Method
- Method (NIST 800-88 Clear/Purge/Destroy): _____
- Tool/Procedure Used (e.g., crypto erase, degauss, shred): _____
- Standard/Ref (e.g., NIST SP 800-88 Rev.1): _____
- Performed By (name/sign/date): _____
- Witness (name/sign/date): _____

Section 4: Validation
- Verification Method (hash match/visual inspection/cert #:): _____
- Result: _____
- Certificate of Destruction/Work Order #: _____

Chain of Custody Log

Date/Time	From	To	Signature	Notes

Revision #1
Created 16 September 2025 21:34:30 by Travis Woolery
Updated 16 September 2025 22:10:09 by Travis Woolery