

	INFORMATION SECURITY MANAGEMENT SYSTEM		Version No.: 1
	Chapter 08		Issue Date: 16/09/2022
	ISMS-08-10	Asset Destruction Request	Rev. No.: Rev. Date: Page: 1 of 2

Date		Requested by:	
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Information System Data
System identification data
Functionality description
Installation location
Reasons for destruction

Physical Record Data
Physical Record Information
Period of records to be destroyed
Current storage location
Reasons for destruction

Electronic Record Data
Description of the kind of electronic information
Retention method of electronic information (e.g. databases, files on file server, backup files)
Current storage location (Information about the infrastructure at which they are stored)
Reasons for deletion

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Destruction Method			
Formatting	<input type="checkbox"/>	Cutting	<input type="checkbox"/>
Degaussing	<input type="checkbox"/>	Combustion	<input type="checkbox"/>
Secure deletion	<input type="checkbox"/>	Recycling	<input type="checkbox"/>