

# Hard Drive Shredding

**Hard Drive Shredding** is the process of using custom-built shred machines that specialize in destroying hard disk drives (HDD). The objective is to eliminate the risk of data breaches and data leakage from any data-bearing standard hard drive, solid state drive or magnetic tapes by shredding it into small, irregular sizes that cannot be reassembled. Hard drive shred machines use rotating metal teeth to shred the electronic media into small, mangled fragments ranging from 30 mm to 2 mm.

## Onsite vs. Offsite

For onsite hard drive shred projects, our scheduled IT technician(s) arrive at the client's facility with a list of devices to be shredded including hard disk drives, solid state drives (SSD), and/or media tapes. Assets to be shredded should be clearly marked and will be audited for verification by the IT Technician.

Offsite hard drive shred includes the secure transport (locked bins and locked trucks) of hard drives, solid state drives, and/or media tapes to Guardian's secure warehouse for shredding. A secure auditing and verification process is adhered to at the Guardian facility.

## Shred Truck Safety

Guardian takes jobsite health and safety seriously. Shredding machines are operated by authorized Guardian IT Technicians only. If non-Guardian staff enter the truck, the shredder will be turned off and shredding operations will pause until the truck is cleared of non-Guardian personnel.

## Shredding Standards

Guardian's solutions meet the standards and guidelines established by NIST 800-88 (National Institute of Standards and Technology), DoD (US Department of Defense) and NAID (National Association for Information Destruction).

## Certifications and Regulations

Guardian is NAID AAA certified for data destruction with bonded, uniformed technicians who have cleared national security requirements.

Guardian's services comply with the following laws and regulations: Sarbanes-Oxley Act, HIPAA (Health Insurance Portability and Accountability Act), GLBA (Gramm-Leach-Bliley Act), Basel II, PCI-DSS, CISSP, Red Hat, GDPR, CCPA, COBIT and FISMA as well as other industry- and regional-specific regulations.

## Verifiable Documentation of Destruction

Once the project is complete, the client will receive a Media Destruction Form (MDF) confirming completion of the verified quantity of destroyed data-bearing devices. Guardian will then issue a Certificate of Data Destruction certifying that all the data-bearing devices were destroyed. The Certificate includes a report that lists the captured serial numbers of each drive or tape shredded.

## Shred Disposal

Shredded hard drives are transported to Guardian's warehouse for processing then, and sent to a client approved R2 Recycler. A Certificate of Recycling is issued to the Guardian VAR/ITAD upon delivery.