[Your Organization Logo]

[Your Organization Name]

Asset Disposal Register

Date	Serial No.	Asset	Unique Serial	Data type	Disposal Method	Certificate Serial	Additional Information
10 Mar 10	*ABC/123*	*Dell Laptop D600*	*EA34D6U7HHG8*	*Staff data & sales stats*	*Physical destruction*	*Disp/01/10*	*HDD wiped before physical destruction by visiting Data Kill Ltd*