**DEPARTMENT OF THE ARMY**

HEADQUARTERS AND HEADQUARTERS BATTALION

I CORPS

JBLM, WA 98433

AFDR-IM 8/23/2022

MEMORANDUM FOR RECORD

SUBJECT: Hard Drive Destruction

1. I (SGT) (Doe, Jane) have physically destroyed the classified HDD signed over to me. The HDD was destroyed to ensure proper disposal. The following information below is given to identify the HDD as follows:

|  |  |  |  |
| --- | --- | --- | --- |
| MAKE | SERIAL NUMBER | MAKE | SERIAL NUMBER |
| Seagate | W3PE2NGW |  |  |

1. The point of contact for this memorandum is the undersigned at DSN: (253) 967-XXXX, or jane.doe.mil@army.mil.

JANE N. DOE

SGT, USA  
G6 DAMO