| **No.** | **Date** | **Department** | **Requested By** | **Type of Data** | **Reason for Destruction/Purge** | **Method of Destruction/Purge** | **Authorized By** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |

**Instructions:**

* **Date:** The date on which the data destruction/purge was carried out.
* **Department:** The department responsible for the data being purged.
* **Requested By:** The individual who requested the data destruction/purge.
* **Type of Data:** The nature of the data being destroyed/purged. E.g., financial records, customer data, etc.
* **Reason for Destruction/Purge:** The reason why the data had to be destroyed/purged.
* **Method of Destruction/Purge:** The method used to destroy/purge the data. E.g., deletion, shredding, degaussing, etc.
* **Authorized By:** The individual who authorized the data destruction/purge.