

ATTACHMENT 2: CERTIFICATION OF DATA DISPOSITION

Date of Data Disposition _____

I. Data Disposition Requirements

Unless the Washington State Office of the Chief Information Officer IT Standards require a different method for the destruction of data or confidential information, data or confidential information required to be destroyed under DCYF Contract No. #23-_____ must be destroyed as follows:

- (A) For data or confidential information that is contained on optical discs (e.g. CDs or DVDs), the Contractor shall either destroy by incineration the disc(s), shredding the discs, or completely deface the readable surface with a coarse abrasive.
- (B) For data or confidential information that is contained on magnetic tape(s), the Contractor shall destroy the data or confidential information by degaussing, incinerating, or crosscut shredding.
- (C) For data or confidential information that is contained on a server or workstation data hard drive or similar media, the data or confidential information shall be destroyed by either
 - (1) Physically destroying the disk(s); or
 - (2) Using a "wipe" utility which will overwrite the data or confidential information at least three times using either random or single character data, degaussing sufficiently to ensure that the data, or confidential information cannot be reconstructed.
- (D) For data or confidential information that is contained on removable media (e.g. floppies, USB flash drives, portable hard disks, or similar disks), the data or confidential information shall be destroyed by either:
 - (1) Physically destroying the disk(s); or
 - (2) Using a "wipe" utility which will overwrite the data or confidential information at least three times using either random or single character data, degaussing sufficiently to ensure that the data, or confidential information cannot be reconstructed.

II. Certification

___ All copies of any data sets related to DCYF Contract No. #23-_____ have been wiped from data storage systems.

___ All materials and non-wiped computer media containing any data sets related to DCYF Contract No. #23-_____ have been destroyed.

___ All paper copies of the information related to DCYF Contract No. #23-_____ have been destroyed on-site by cross cut shredding.

___ All copies of any data sets related to DCYF Contract No. #23-_____ that have not been disposed of in a manner described above, have been returned to the DCYF's Contract Manager listed in this Contract.

The Contractor hereby certifies by the signature below that the data disposition requirements as described in this Certification of Data Disposition and DCYF Contract No. #23-_____, have been complied with as indicated above.

Signature of Contract Manager: _____ Date: _____

Print Name: _____

Return signed, electronic copy of original to DCYF Public Records at dcyf.publicrecords@dcyf.wa.gov and ECEAP at eceap@dcyf.wa.gov