



**CONTRACT AND PROCUREMENT OFFICE
REQUEST/CERTIFICATION OF DATA
DISPOSITION**

**Contract & Procurement Office Use
ONLY**

Request Number	Date Received:
Reviewed by	Date:
Approved by	Date:
Denied by	Date:

REQUEST FOR DATA DESTRUCTION

The Contactor hereby requests that the following DCYF Data be destroyed per the requirements stated below

CONTRACTOR/AGENCY NAME:

DATE:

DATA FORMAT: Electronic Paper Both TIME PERIOD OF DATA: Greater than 6-years:
Less than 6-years:

LIST OF DATA SETS/RECORDS TO BE DESTROYED

Use provided sheet to list all data sets/records that are to be destroyed. This includes contract number, case names, and dates of records (Month/Year)

Data Destruction 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 and confidential information approved for destruction above, must be destroyed as follows, per Exhibit A of your contract.

Data stored on:	Will be destroyed by:
<ul style="list-style-type: none"> Server or workstation hard disks, or Removable media (e.g. floppies, USB flash drives, portable hard disks) excluding optical discs 	<ul style="list-style-type: none"> Using a "wipe" utility which will overwrite the Data at least three (3) times using either random or single character data, or Degaussing sufficiently to ensure that the Data cannot be reconstructed, or Physically destroying the disk
<ul style="list-style-type: none"> Paper documents with sensitive or Confidential Information 	<ul style="list-style-type: none"> Recycling through a contracted firm, provided the contract with the recycler assures that the confidentiality of Data will be protected.
<ul style="list-style-type: none"> Paper documents containing Confidential Information requiring special handling (e.g. protected health information) 	<ul style="list-style-type: none"> On-site shredding, pulping, or incineration
<ul style="list-style-type: none"> Optical discs (e.g. CDs or DVDs) 	<ul style="list-style-type: none"> Incineration, shredding, or completely defacing the readable surface with a coarse abrasive
<ul style="list-style-type: none"> Magnetic tape 	<ul style="list-style-type: none"> Degaussing, incinerating or crosscut shredding

CERTIFICATION OF DISPOSITION/DESTRUCTION

- All copies of any data sets as approved above, have been wiped from data storage systems
- All material and non-wiped computer media containing any DCYF data sets as approved above, have been destroyed
- All paper copies of any data sets as approved above, have been destroyed

The Contractor hereby certifies by the signature below that the Data destruction requirements as described in this Certification of Data Destruction, have been complied with as indicated above.

Contractor Signature	Date	Printed Name

Send requests and destruction certification to dcyf.contractdatabreach@dcyf.wa.gov.

