

DSA EXHIBIT B
CERTIFICATION OF DATA DESTRUCTION

This form must be signed by Researcher and returned to OSPI within 15 days of the date of disposal.

Acceptable destruction methods for various types of media include:

- 1) If student-level information has been contained on optical discs (e.g. CDs, DVDs, Blu-ray), the data recipient shall either destroy by incinerating the disc(s), shredding the discs, or completely deface the readable surface with a coarse abrasive.
- 2) If student-level information has been stored on magnetic tape(s), the data recipient shall destroy the data by degaussing, incinerating or crosscut shredding.
- 3) If data has been stored on server or workstation data hard drives or similar media, the data recipient shall destroy the data by using a “wipe” utility which will overwrite the data at least three (3) times using either random or single character data, degaussing sufficiently to ensure that the data cannot be reconstructed, or physically destroying disk(s).
- 4) For paper documents containing student-level information, a contract with a recycling firm to recycle confidential documents is acceptable, provided the contract ensures that the confidentiality of the data will be protected. Such documents may also be destroyed by on-site shredding, pulping, or incineration.

All copies of any data sets related to Data-Sharing Agreement # have been wiped from data storage systems.

All materials and non-wiped computer media containing any data sets related to Data-Sharing Agreement # have been destroyed.

All copies of any data sets related to Data-Sharing Agreement # that have not been disposed of in a manner described above, have been returned to the OSPI’s Contract Manager listed in this Contract.

All products or reports generated with the data provided through Data-Sharing # have been or will be sent to OSPI before they are released, published, or otherwise made available.

Date of Disposition _____

Researcher hereby certifies, by signature below, that the data disposition requirements outlined above been fulfilled.

Signature of Organization _____ Date: _____

