

**Department of Early Learning (DEL)**

**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 the DEL Contract 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 the DEL Contract have been wiped from data storage systems.

\_\_\_\_ All materials and non-wiped computer media containing any data sets related to the DEL Contract have been destroyed.

\_\_\_\_ All copies of any data sets related to DEL Contract No. 18-1012 that have not been disposed of in a manner described above, have been returned to the Contractor'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 the DEL Contract have been complied with as indicated above.

Signature of Contract Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

**Return original to County program contract. Retain a copy for your records.**



## July 2017 DEL Data Disposition Instructions and Frequently Asked Questions (FAQs)

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### **Q1: What data is this form referring to?**

A1: Any child and family data collected under this contract, whether paper or electronic.

### **Q2: When do we send the form in?**

A2: This form should only need to be sent in once for all data collected under a particular contract number. After all records for a contract year have been retained for the required time, the form is sent with that contract number recorded.

### **Q3: Do we need to send in this form for records under previous contracts with DEL/ESIT that are now being destroyed?**

A3: No, you will not need to send in this form until you destroy data generated under the July 1, 2017 through June 30, 2019 contract period of performance. This means you do not need to send in this form until 2026 at the earliest.

### **Q4: Do we send in this form even if we dispose of data monthly?**

A4.1: Yes, 15 days after the official copy of the data collected under this contract is disposed of, whether monthly or yearly. One suggestion is to attach a completed form to a box or individual files to be archived. The form should be sent to the County, according to the instructions on the form, when the documents are disposed of. See Q2.

A4.2: If you are destroying **a copy** of data from the file you do not need to send the form to the County. For example, if you have scanned a document into the child's electronic file, your agency has determined the official file is the electronic data, and you shred the hard copy, you do not need to send in the form. In other words, you only need to retain one complete set of all ESIT data related to a child's file in the form that your agency has designated. This form should only need to be sent in once for all data collected under a particular contact number. See Q2.

**Q5: What if we keep it until the child is 21?**

A5: Yes, send the form to the current County contact. See Q2

**Q6: Should subcontractors fill out this form as well?**

A6: Yes. The Data disposition forms completed by subcontractors should be sent to the County contact.