

Office of the Attorney General – Child Support Division  
**Certificate of Destruction for Contractors and Vendors**

**ATTACHMENT H**

<p>Hard copy and electronic media must be sanitized prior to disposal or release for reuse. The OAG tracks, documents, and verifies media sanitization and disposal actions. The media must be protected and controlled by authorized personnel during transport outside of controlled areas. Approved methods for media sanitization are listed in the NIST Special Publication 800-88, Guidelines for Media Sanitization. <a href="http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_rev1.pdf">http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_rev1.pdf</a></p>			
Contact Name	Title	Company Name and Address	Phone
<p>You may attach an inventory of the media if needed for bulk media disposition or destruction.</p>			
Media Type		Media Title / Document Name	
<input type="checkbox"/> HARD COPY	<input type="checkbox"/> ELECTRONIC		
Media Description (Paper, Microfilm, Computer Media, Tapes, etc.)			
Dates of Records			
Document / Record Tracking Number		OAG Item Number	Make / Model
			Serial Number
Item Sanitization	<input type="checkbox"/> CLEAR	Who Completed?	Who Verified?
	<input type="checkbox"/> PURGE	Phone	Phone
	<input type="checkbox"/> DESTROY	DATE Completed	
Sanitization Method and/or Product Used			
Final Disposition of Media	<input type="checkbox"/> Reused Internally	<input type="checkbox"/>	<input type="checkbox"/> Destruction / Disposal
	<input type="checkbox"/> Reused Externally	<input type="checkbox"/>	<input type="checkbox"/> Returned to Manufacturer
	<input type="checkbox"/> Other:		
Comments:			
If any OAG Data is <b>retained</b> , indicate the type of storage media, physical locations(s), and any planned destruction date.			
Description of OAG Data Retained and Retention Requirements:			
Proposed method of destruction for OAG approval:	Type of storage media?		
	Physical location?		
	Planned destruction date?		
<p>Within five (5) days of destruction or purging, provide the OAG with a signed statement containing the date of clearing, purging or destruction, description of OAG data cleared, purged or destroyed and the method(s) used.</p> <p>Authorized approval has been received for the destruction of media identified above and have met all OAG Records Retention Schedule requirements including state, federal and/or internal audit requirements and are not pending any open records requests.</p>			
Records Destroyed by:		Records Destruction Verified by:	
Signature	Date	Signature	Date
<p><b>Be sure to enter name and contact info for who completed the data destruction and who verified data destruction in the fields above.</b></p> <p align="center">Send the signed Certificate of Destruction to:</p> <p align="center">OAG: Child Support Division, Information Security Office, PO Box 12017, Austin, TX 78711-2017</p>			

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Certificate of Destruction for Contractors and Vendors

**INSTRUCTIONS FOR CERTIFICATE OF DESTRUCTION**

Hard copy and electronic media must be sanitized prior to disposal or release for reuse. The OAG tracks, documents, and verifies media sanitization and disposal actions. The media must be protected and controlled by authorized personnel during transport outside of controlled areas. Approved methods for media sanitization are listed in the NIST Special Publication 800-88, Guidelines for Media Sanitization. [http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88\\_rev1.pdf](http://csrc.nist.gov/publications/nistpubs/800-88/NISTSP800-88_rev1.pdf)

IRS Publication 1075 directs us to the FISMA requirements and NIST guidelines for sanitization and disposition of media used for federal tax information (FTI). These guidelines are also required for sensitive or confidential information that may include personally identifiable information (PII) or protected health information (PHI). NIST 800-88, Appendix A contains a matrix of media with minimum recommended sanitization techniques for clearing, purging, or destroying various media types. This appendix is to be used with the decision flow chart provided in NIST 800-88, Section 5.

There are two primary types of media in common use:

- **Hard Copy.** Hard copy media is physical representations of information. Paper printouts, printer and facsimile ribbons, drums, and platens are all examples of hard copy media.
- **Electronic (or soft copy).** Electronic media are the bits and bytes contained in hard drives, random access memory (RAM), read-only memory (ROM), disks, memory devices, phones, mobile computing devices, networking equipment, and many other types listed in NIST SP 800-88, Appendix A.

1. For media being reused within your organization, use the **CLEAR** procedure for the appropriate type of media. Then validate the media is cleared and document the media status and disposition.
2. For media to be reused outside your organization or if leaving your organization for any reason, use the **PURGE** procedure for the appropriate type of media. Then validate the media is purged and document the media status and disposition. Note that some **PURGE** techniques such as degaussing will typically render the media (such as a hard drive) permanently unusable.
3. For media that will not be reused, use the **DESTRUCTION** procedure for the appropriate type of media. Then validate the media is destroyed and document the media status and disposition.
4. For media that has been damaged (i.e. crashed drive) and can not be reused, use the **DESTRUCTION** procedure for the appropriate type of media. Then validate the media is destroyed and document the media status and disposition.
5. If immediate purging of all data storage components is not possible, data remaining in any storage component will be protected to prevent unauthorized disclosures. Within twenty (20) business days of contract expiration or termination, provide OAG with a signed statement detailing the nature of OAG data retained type of storage media, physical location, planned destruction date, and the proposed methods of destruction for OAG approval.
6. Send the signed Certificate of Destruction to:

OAG: Child Support Division  
Information Security Office  
PO Box 12017  
Austin, TX 78711-2017

FAX to: 512-460-6070

or send as an email attachment to:

[Kathleen.Donaho-Jaeger@cs.oag.state.tx.us](mailto:Kathleen.Donaho-Jaeger@cs.oag.state.tx.us)

Final Distribution of Certificate	Original to:	Kathleen Donaho-Jaeger, Information Security Officer 512-460-6021
	Copy to:	1. Your Company Records Management Liaison - or - Information Security Officer 2. CSD Contract Manager