Texas Workforce Commission

**Certificate of Destruction for Contractors and Vendors**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hard copy and electronic media must be sanitized prior to disposal or release for reuse. The TWC 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 rev. 1, Guidelines for Media Sanitization. <https://doi.org/10.6028/NIST.SP.800-88r1>. | | | | | | | | | | | | | | | | | | | |
| Contact Name | | | | Title | | | Company Name and Address | | | | | | | | | | | Phone | |
|  | | | |  | | |  | | | | | | | | | | |  | |
| Name of Entity | | | | | | | Contract Number | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | |
| You may attach an inventory of the media if needed for bulk media disposition or destruction. | | | | | | | | | | | | | | | | | | | |
| Media Type | | | | | | | | | Media Title / Document Name | | | | | | | | | | |
|  | HARD COPY | |  | ELECTRONIC | | | | |  | | | | | | | | | | |
| Media Description  (Paper, Microfilm, Computer Media, Tapes, etc.) | | | | | | | | |  | | | | | | | | | | |
| Dates of Records | | | | | | | | |  | | | | | | | | | | |
| Document / Record Tracking Number | | | | | | | | | TWC Item Number | | | | | Make / Model | | | | Serial Number | |
|  | | | | | | | | |  | | | | |  | | | |  | |
| Item Sanitization | |  | | CLEAR | | | | Who Completed? | | | |  |  | | | Who Verified? | |  | |
|  | | PURGE | | | | Phone | | | |  |  | | | Phone | |  | |
|  | | DESTROY | | | | DATE Completed | | | |  |  | | | | | | |
| Sanitization Method and/or Product Used  | | | | | | | |  | | | | |  | | | | | | |
| Final Disposition of Media | | | | |  | | | Reused Internally | | | | |  | |  | | Destruction / Disposal | | |
|  | | | Reused Externally | | | | |  | | Returned to Manufacturer | | |
|  | | | Other: | | | | |  | | | | | | |
| Comments**:** | | | | | | | | | | | | | | | | | | | |
| If any TWC Data is **retained**, indicate the type of storage media, physical locations(s), and any planned destruction date. | | | | | | | | | | | | | | | | | | | |
| Description of TWC Data Retained and Retention Requirements: | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Proposed method of destruction for TWC approval: | | | | | | | | | | Type of storage media? | | | | |  | | | | |
| Physical location? | | | | |  | | | | |
| Planned destruction date? | | | | |  | | | | |
|  | | | | | | | | | | | | | | | | | | | |
| Within five (5) days of destruction or purging, provide the TWC with a signed statement containing the date of clearing, purging or destruction, description of TWC data cleared, purged or destroyed and the method(s) used.  Authorized approval has been received for the destruction of media identified above and has met all TWC Records Retention Schedule requirements including state, federal and/or internal audit requirements and is not pending any open records requests. | | | | | | | | | | | | | | | | | | | |
| Records Destroyed by: | | | | | | | | | | |  | Records Destruction Verified by: | | | | | | | |
|  | | | | | |  | | | | |  |  | | | | | | |  |
| Signature | | | | | | Date | | | | | Signature | | | | | | | Date |

**Be sure to enter name and contact info for who completed the data destruction and who verified data destruction in the fields above.**

Send the signed Certificate of Destruction to:

TWC: Cybersecurity Office, 1117 Trinity St., Rm 316T, Austin, TX 78701

Revised: June 2025

Texas Workforce Commission

**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 TWC 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 rev 1, Guidelines for Media Sanitization. https://doi.org/10.6028/NIST.SP.800-88r1

IRS Publication 1075 directs us to the 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 rev.1, Appendix a contains the recommended minimum 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 rev.1, Section 4

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 Special Publication 800-88 rev. 1, Guidelines for Media Sanitization.

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 cannot 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 TWC with a signed statement detailing the nature of TWC data retained type of storage media, physical location, planned destruction date, and the proposed methods of destruction for TWC approval.
6. Send the signed Certificate of Destruction to:

Texas Workforce Commission Cybersecurity Office

1117 Trinity St., Room 316T

Austin, TX 78701

or send as an email attachment to: [ciso@twc.texas.gov](mailto:ciso@twc.texas.gov)

|  |  |
| --- | --- |
| Final Distribution of Certificate | Original to: Chief Information Security Officer |
| Copy to: 1. Your Company Records Management Liaison - or - Information Security Officer  2. TWC Contract Manager |

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