



**Waukesha County
IT Data Destruction Form**

Contract No.: Enter contract #

Description: Enter description of contract

Estimated Completion Date: Enter estimated completion date

Contractor established and maintained procedures and controls that assured no information in its records or obtained from Waukesha County was improperly used or disclosed. All data in paper or electronic format, including test data, or other information submitted to the Contractor during testing phase, demonstration phase, and/or prior to production mode, and post production mode has been returned to Waukesha County or destroyed by Contractor in a secure and confidential manner. Any such data kept electronically by Contractor was deleted from Contractor's information system in a manner compliant with the most current industry standards of care which ensures that data erasure and destruction techniques is permanent and all data is removed and unrecoverable.

VENDOR CERTIFICATION OF DATA DISPOSITION

At the conclusion of this agreement, Contractor must complete this form and submit it to Waukesha County, certifying the return or secure and confidential disposition of the data.

I hereby certify that our company has returned and/or securely and confidentially destroyed all paper and electronic media data files received from Waukesha County or developed during the period of this engagement. I also certify that our company has not retained any hard copies of the data files or maintained such data on any electronic type of storage device.

Company Name: _____

Printed Name: _____

Signature: _____

Date: _____