


CT Preschool through 20 & Workforce Information Network (P20 WIN)

DATA DESTRUCTION CERTIFICATE

This form is completed in order to document that the unit record data received through P20 WIN has been destroyed. Data destruction is required at the end of an approved audit or evaluation or in the event of a termination of the Memorandum of Agreement for a P20 WIN Data Request. In the case of an approved audit or evaluation, the timeframe by which unit record data must be destroyed is determined and approved by the P20 WIN Data Governing Board. The Data Destruction Certificate must be completed and provided to the P20 WIN System Administrator within 3 working days of the destruction of data. The Approved Requestor shall retain the original certificate for a period of one year after its submission to the Board.

SECTION 1 – BASIC INFORMATION	
1. Approved Requestor Name:	Cross Sector Consulting
2. P20 WIN Data Request Number:	P20W_1505_0_0005
3. Approved timeframe for audit/evaluation:	____11/30/2015____ to ____11/29/2016____ List extensions as appropriate: Extension to _____ granted on _____ Extension to _____ granted on _____
4. Date of data destruction:	6/24/16
5. Method of data destruction:	Deleted electronic files from Box.net and emptied Trash, Box.net scrubs files from the system permanently. Paper files have been shredded.
SECTION 2 – AFFIRMATION OF DESTRUCTION	
I hereby affirm that the unit record data provided as a part of the Data Request Number listed above has been completely destroyed including all original unit record data and any copies of the unit record data that were made in paper or electronic form.	
Signature of Approved Requestor or Agency Representative	Date
	6/24/16