

# 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:** Wendy Sedlak

2. **P20 WIN Data Request Number:** P20W\_1601\_0\_0010

3. **Approved timeframe for audit/evaluation:**

\_\_\_\_\_ 5/18/17 \_\_\_\_\_ to \_\_\_\_\_ 3/31/18 \_\_\_\_\_

List extensions as appropriate:

Extension to \_\_\_\_\_ granted on \_\_\_\_\_


Extension to \_\_\_\_\_ granted on \_\_\_\_\_

4. **Date of data destruction:** March 27, 2018

5. **Method of data destruction:** Data was overwritten using the Gutmann method, then deleted securely from the hard drive.

### 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

\_\_\_\_\_ 3/27/18 \_\_\_\_\_  
Date