

## Destruction Of Records

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### 1.0 POLICY

Contractors **shall** use the following procedures when destroying Government records:

**1.1** Contractors shall contact the Defense Health Agency (DHA) Records Management Officer for approval prior to the destruction of any record material. The Records Management Office will furnish the contractor with the Declaration of Transfer and Destruction of Records form. The contractor shall provide all applicable information on the form and submit it electronically to the Records Management Officer for approval. The Declaration of Transfer and Destruction of Records form shall be received by the Records Management Officer no later than 60 days after the record material is scheduled for destruction. Contractor shall contact the Records Management Officer if more time is needed to complete the Declaration of Transfer and Destruction of Records form. Records must be inactive, past their disposal date, and not subject to any Preservation Order or litigation hold.

**1.2** Paper records and other media: Since the bulk of the Government records created, maintained, and received by the contractor contain Protected Health Information (PHI) and Personally Identifiable Information (PII), the contractor shall cross shred paper documents. Other acceptable disposal methods include: burning, melting, chemical decomposition, pulping, pulverizing, or mutilation. These methods are considered adequate if the personal data is rendered unrecognizable or beyond reconstruction. Magnetic tapes or other magnetic media shall be cleared by degaussing, overwriting, or erasing.

**1.3** If a contractor uses a shred company, the destruction shall be witnessed by a contractor employee. The shred company shall be bonded, insured, and furnish the contractor with a Certificate of Destruction. The Certificate(s) of Destruction shall provide a description of the records that were destroyed (i.e., general correspondence and claim documents for Calendar Year (CY) 2006). The Certificate(s) of Destruction shall be **provided** to the **Records Management Officer within 10 business days after the destruction**.

**1.4** Electronic Media: Contractors shall provide the Records Management Officer with a Declaration of Transfer and Destruction of Records form as defined in the Contract Data Requirements List (CDRL), DD Form 1423 in the contract declaring that the electronic records have been permanently removed/destroyed, including removal/destruction and completely wiping (using an approved wiping erase process) from all electronic systems and databases and any related backup/convenience data (paper copies, tapes, cartridges, Compact Discs (CDs), vendors, other electronic storage devices, etc.) in accordance with 36 Code of Federal Register (CFR) Chapter XII, Subchapter B, Department of Defense Manual (DoDM) 5200.01, and DoD Instruction (DoDI) 8510.01.

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