

**CERTIFICATE OF DISPOSITION (COD)
FOR DATA ACQUIRED FROM THE CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)**

Requester	
<i>Must match the individual specified in the DUA.</i>	
Requesting Organization	
<i>Must match the organization specified in the DUA.</i>	
Study Title	
<i>Must match the study title specified in the DUA.</i>	
DUA/Disclosure #	

GENERAL INSTRUCTIONS

The DUA Requester or Custodian must complete this certificate if they wish to:

- Close certain files on the DUA/Disclosure but leave the DUA/Disclosure and the remainder of its file open; or
- Close the entire DUA/Disclosure

By completing this certificate, the DUA Requester or Custodian certifies that the organization has destroyed/discontinued use of CMS data specified on this form at all locations. This includes any original files, copies, derivatives or subsets, and any back-ups. The organization may not retain any copies, derivatives or manipulated files unless approved by CMS for re-use. The organization may retain data containing aggregated and de-identified results that meet the cell suppression policy.

Please ensure the organization has completed one of the following approved methods to dispose of CMS data:

- Clearing - at least one overwrite using a fixed data value, such as all zeros (0x00000000). Multiple write passes or more complex values may optionally be used.
- Purging - degauss with an organizationally approved degausser rated at a minimum for the media. Other ways to purge for hard disk drives include the overwrite EXT command. Apply one write pass of a fixed pattern across the media surface or apply the cryptographic erase if it is supported by a hard drive.
- Destroy - shred, disintegrate, pulverize, or incinerate by burning the device in an incinerator.

SECTION 1 - DATA DISPOSITION

I am closing the entire DUA/Disclosure and all associated files. (Choose one option below.)

I received physical data files. (Complete section 2)

I received no physical data, and data was only accessed through CMS systems. (Skip to section 3)

I am only closing certain files on the DUA/Disclosure, but leaving the DUA/Disclosure open. (Complete section 2)

