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

Requester	
Must match the individual specifie	rd in the DUA.
Requesting Organization	
Must match the organization spec	ified in the DUA.
Study Title	
Must match the study title specifie	ed in the DUA.
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 (0x0000000). 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)



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SECTION 2 – DISPOSITION STATEMENT

Please specify the letter associated with the disposition statement in the table for each file listed. To close a DUA with physical data files, each file must be listed, including those accessed through CMS systems.

- A. The file has been destroyed, including copies, derivatives, subsets, and manipulated files.
- B. The file or copies, derivatives, subsets, and/or manipulated files have been approved by CMS for re-use.
- C. The file was accessed directly through CMS systems. (I did not receive a physical copy of the data.)
- D. The file was not received.

Disposition	File(s)	Year(s)

SECTION 3 – DISPOSITION CONFIRMATION

As a Requester or Data Custodian, I confirm that the files indicated on this form have been disposed of in accordance with the terms and conditions found on the DUA/Disclosure Agreement.

Printed Name

Email

Phone #

Date

Signature

CINERS FOR MEDICARE & MEDICAD SERVICIS OFFICE OF ENTERPRISE DATA & ANALYTICS

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