## 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.
<b>Requesting Organization</b>	
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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