

# Heller School for Social Policy and Management

## Data Use Agreement (DUA) – Certificate of Disposition (COD) for Data

This certificate is to be completed and submitted to The Heller School to certify destruction/discontinued use of all data covered by the listed DUA at all locations and/or under the control of all individuals with access to the data. This includes any and all original files, copies made of the files, any derivatives or subsets of the files and any manipulated files. The requester may not retain any copies, derivatives or manipulated files – all files must be destroyed or properly approved in writing by Heller for continued use under an additional DUA(s). Heller will close the listed DUA upon receipt and review of this certificate and provide email confirmation to the submitter of the certificate.

### Please fill out the following:

1. Requester Organization \_\_\_\_\_

2. DUA number \_\_\_\_\_

3. Please circle only one:

a. All requested files and the copies, derivatives, subsets and manipulated files have been approved by Heller for re-use. Attach a copy of the approval documentation.

b. Some requested files or copies, derivatives, subsets and/or manipulated files have been approved by Heller for re-use. Attach a copy of the approval documentation and list below the files that were destroyed.

c. No files were ever received for this DUA.

d. If All files listed below, received under the DUA listed above, have been destroyed, including copies, derivatives, subsets and manipulated files. (attach additional sheet if necessary)

FILE(S)

YEAR(S)

_____	_____
_____	_____
_____	_____

**4. By signing this Certificate, I confirm that ALL data requested for the DUA number listed above and as applicable, copies, derivatives, subsets and manipulated files, held by all individuals who had access to, and from all the computers/storage devices where the files were processed/stored in accordance with the terms and conditions of the DUA have been properly disposed of as indicated by Section 3 above.**

5. Printed Name of Person Signing this COD \_\_\_\_\_

6. Phone # \_\_\_\_\_

7. Today's Date \_\_\_\_\_

8. Email \_\_\_\_\_

9. Signature of Person Signing this COD \_\_\_\_\_

Effective date September 4, 2012