



## **Data Destruction Vendor Checklist**

### **Certifications:**

- Is the vendor certified by the National Association for Information Destruction (NAID)?
- Is the vendor certified by the Defense Logistics Information Service?
- Is the vendor's degausser approved by the National Security Agency?

### **Compliance with Federal Regulations:**

- Are the data destruction methods completely in compliance with federal regulations such as:
  - o Department of Defense (DOD)
  - o National Security Agency (NSA)
  - o National Institute of Standards and Technology (NIST) Special Publication Series 800-88
  - o National Industrial Security Program (NISP) Operating Manual (DOD 5220.22-M)
  - o Health Insurance Portability and Accountability Act (HIPAA)
  - o Health Information Technology for Economic and Clinical Health (HITECH) Act
  - o Sarbanes-Oxley Act of 2002
  - o Fair and Accurate Credit Transactions Act (FACTA)
  - o Gramm-Leach-Bliley Act
  - o Bank Secrecy Act
  - o Patriot Act of 2002
  - o Identity Theft and Assumption Deterrence Act
  - o US Safe Harbor Provisions
  - o FDA Security Regulations (21 C.F.R. part 11)
  - o PCI Data Security Standard
  - o Various state laws

### **Data Destruction Services:**

- Does the vendor offer both data degaussing and shredding?
- If necessary, is the vendor capable of efficiently destroying high volumes of devices?
- Can the vendor provide an on-site data destruction service?
- Are there multiple NAID Certified Secure Destruction Specialists on staff to answer difficult questions?

### **Security:**

- Does the vendor outsource any part of their data handling and destruction process?
- Are you able to send a member of your staff to witness the destruction?
- Are all vendor employees subjected to thorough background checks?
- Do they have reputable references and past work experience?
- Are the vendor's processes discrete, secure, and unobtrusive to your company's work environment?
- Does the vendor offer secure transport of the devices? (i.e. locked bins, secure trucks, etc.)
- Is the vendor's facility secure? (i.e. security alarm, access control, I.D. badges, video surveillance, etc.)
- Does the vendor utilize a closed-loop process?
- Does the vendor provide a detailed inventory of all assets for future audits?
- Does the vendor provide a notarized Certificate of Destruction after the project is completed?