



**TRICARE Management Activity
Data Sharing Agreement – Certification of Data Disposition**



This template is for the sole purpose of certifying that data used in connection with a Data Sharing Agreement (“DSA”) that was executed with the TMA Privacy and Civil Liberties Office (“Privacy Office”) has been appropriately disposed of in a timely manner. This template must be submitted to the Privacy Office within thirty (30) days of the expiration of the DSA or the date of notification that the data are no longer necessary, *whichever comes first*. Questions regarding the completion of this document can be directed to the Privacy Office at DSA.mail@tma.osd.mil.

DSA Number	
Contract / Grant / Cooperative Research and Development Agreement (“CRADA”) / Other Project Number or Tracking Number (as applicable)	
Contract / Grant / CRADA / Other Project Name	
Expiration Date of Contract / Grant / CRADA / Other Project	

Certification of Data Disposition	
Check the appropriate certification(s) below regarding data disposition in the above-referenced DSA:	
<input type="checkbox"/>	Data Destruction. We certify that on the following date, _____ <i>[insert date]</i> , all data, including derivative data, and data in the possession of any business associate(s), agent(s), or subcontractor(s) have been destroyed as follows: <ul style="list-style-type: none"> • Shredding or burning of hard copy files/data • Overwriting, degaussing (i.e., demagnetizing), and/or physical destruction of electronically stored media. [Note: Clearing data (i.e., deleting files) is not an approved method of sanitizing electronic storage media.]
<input type="checkbox"/>	Data Return. We certify that on the following date, _____ <i>[insert date]</i> , all data, including derivative data, and data in the possession of any business associate(s), agent(s), or subcontractor(s), have been returned to TMA. Data should only be returned to TMA upon the specific written instruction, otherwise the certification should be for data destruction.
<input type="checkbox"/>	Data Transfer. We certify that on the following date, _____ <i>[insert date]</i> , all data, including derivative data and data in the possession of any business associate(s), agent(s), or subcontractor(s), have been transferred, with prior approval by the Privacy Office, to the following DSA # _____ <i>[insert DSA #]</i> , in connection with the contract, grant, CRADA, or other project entitled: <i>[insert name]</i>
<input type="checkbox"/>	No Data for Disposition. We certify that no data, including derivative data, were ever downloaded or maintained locally in any form or format by the Recipient, or a business associate, agent, or subcontractor or were ever printed in hard copy in connection with the above-referenced DSA.

By signing below, we acknowledge that the information above is truthful and accurate. We further attest that we are authorized to sign this Certification of Data Disposition on behalf of our respective organizations.

Applicant / Recipient

Government Sponsor

Signature

Signature

Printed Name

Printed Name

Rank/Title

Rank/Title

Date

Date

Internal Use Only	
DSA #	_____
<input type="checkbox"/>	Reviewed and approved for closing the above-reference DSA file.
Date Processed:	_____
Signature:	_____
	Data Sharing Agreement Officer, TMA Privacy and Civil Liberties Office