

**Institute of Education Sciences (IES)  
License Close-out/ Data Return Certification Form**

Licensed Organization: \_\_\_\_\_ License Number: \_\_\_\_\_

**Itemize Data Returned to IES - List each CD-Rom title:**

*(Do not list non-restricted-use CD-Roms, e.g.: NAEP DataToolkit, ECB for Windows CD, or any public-use data CD-Roms.)*

1.	8.	15.
2.	9.	16.
3.	10.	17.
4.	11.	18.
5.	12.	19.
6.	13.	20.
7.	14.	21.

*(Continue list on a second form if necessary)*

**Date CD-Roms placed in mail (mm/dd/yyyy):** \_\_\_\_\_

**Data Destruction**

*(Check box for all items purged or destroyed; list method of destruction for each. CD-Rom copies must be broken or*

Computer model(s) used: \_\_\_\_\_ Number of computer(s) used: \_\_\_\_\_

Type of computer media used for data back-up copies: \_\_\_\_\_

Data on hard drive(s) purged & overwritten Destruction method: \_\_\_\_\_

All CD copies of the data destroyed Destruction method: \_\_\_\_\_

Hardcopy printouts of data destroyed Destruction method: \_\_\_\_\_

**Certification Statement**

As the Principal Project Officer (PPO) of an Institute of Education Sciences (IES) restricted-use data License, I certify by my signature below that I have: 1) returned all CD-Roms of the restricted-use data that were licensed to myself through the above named institution, 2) destroyed all derived, backup, and/or other computer files containing these same restricted-use data, 3) destroyed all hard copy output of these data, and 4) will forward and have all users on this License forward any remaining draft documents that used these data to IES for a disclosure review prior to disseminating these documents to non-Licensed persons.

**Principal Project Officer (PPO):**

**Data Destruction Witnessed/Confirmed By:**

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization / Institution

\_\_\_\_\_  
Title

\_\_\_\_\_  
Email address