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Information technology — Destruction of data carriers —

Part 2: Requirements for equipment for destruction of data carriers

Technologies de l'information — Destruction de véhicules de données —

Partie 2: Exigences aux machines de destruction de véhicules de données

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ISO copyright office
CP 401 • Ch. de Blandonnet 8
CH-1214 Vernier, Geneva
Phone: +41 22 749 01 11
Fax: +41 22 749 09 47
Email: copyright@iso.org
Website: www.iso.org

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Foreword

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This document was prepared by DIN, German Institute for Standardization (as national standard DIN 66399-2) and drafted in accordance with its editorial rules. It was assigned to Joint Technical Committee ISO/IEC JTC 1, *Information technology*, and adopted under the “fast-track procedure”.

A list of all parts in the ISO/IEC 21964 series can be found on the ISO website.

Any feedback or questions on this document should be directed to the user’s national standards body. A complete listing of these bodies can be found at www.iso.org/members.html.

Information technology — Destruction of data carriers —

Part 2: Requirements for equipment for destruction of data carriers

1 Scope

This standard applies to machines for the destruction of data carriers. This standard specifies the requirements for machines in order to ensure the safe destruction of data carriers.

2 Normative references

The following referenced documents are indispensable for the application of this document. For dated references, only the edition cited applies. For undated references, the latest edition of the referenced document (including any amendments) applies.

DIN 19054, *Transparent microfiche, size A6 — General requirements, microfilming methods, headers and title areas in technical documents and catalogues*

ISO/IEC 21964-1, *Information Technology — Destruction of data carriers — Part 1: Principles and definitions*

ISO 216, *Writing paper and certain classes of printed matter — Trimmed sizes — A and B series, and indication of machine direction*

3 Terms and definitions

For the purposes of this document, the terms and definitions in ISO/IEC 21964-1 apply

4 Requirements

4.1 Degree of destruction

Machines and equipment that comply with this standard shall meet at least the requirements in Tables 1 to 6 as regards the degree of destruction.

4.2 Materials referred to in security levels

P – information in original size (paper, film, printing plates etc.)

F – information in miniaturized form (microfilm/microfiche etc.)

O – information on optical data carriers (CD/DVD etc.)

T – information on magnetic data carriers (floppy discs, ID cards, magnetic tape cassettes etc.)

H – information on hard drives with magnetic data carriers (hard drives)

E – information on electronic data carriers (memory sticks, chip cards, solid-state drives, mobile communication equipment etc.)

4.3 Limits for particle sizes

The machines and equipment for destroying data carriers are classified according to the degree of destruction, taking the type of data carrier into consideration. The following table shows the limit values of each security level as regards the condition, shape and size after destruction.

The security level shall be tested and demonstrated in the form of a test certificate, declaration of conformity, certificate, expertise or other assessment. This can be carried out by the manufacturer or other competent bodies. The certificate shall be suitably enclosed with the user documentation for the machine.

For all data carriers, the additionally specified methods for the highest security levels shall also cover the requirements for the lower security levels.

Users should check the particle size during the operating life of the machine or equipment, because wear or damage to the shredding tools can reduce security.

Table 1 — Information in the original size

Information in the original size e.g. paper, film, printing plates		
Security level	**Condition, shape and size after destruction**	**Tolerance**
P-1	Particle size ≤ 2 000 mm^2 or Strip width ≤ 12,0 mm Unlimited strip length	10 % of the material may exceed the specified particle size, but shall not be more than 3 800 mm^2 in size.
P-2	Particle size ≤ 800 mm^2 or Strip width ≤ 6,0 mm Unlimited strip length	10 % of the material may exceed the specified particle size, but shall not be more than 2 000 mm^2 in size.
P-3	Particle size ≤ 320 mm^2 or Strip width ≤ 2 mm Unlimited strip length	10 % of the material may exceed the specified particle size, but shall not be more than 800 mm^2 in size.
P-4	Particle size ≤ 160 mm^2 and for regular particles: Strip width ≤ 6 mm	10 % of the material may exceed the specified particle size, but shall not be more than 480 mm^2 in size.
P-5	Particle size ≤ 30 mm^2 and for regular particles: Strip width ≤ 2 mm	10 % of the material may exceed the specified particle size, but shall not be more than 90 mm^2 in size.
P-6	Particle size ≤ 10 mm^2 and for regular particles: Strip width ≤ 1 mm	10 % of the material may exceed the specified particle size, but shall not be more than 30 mm^2 in size.
P-7	Particle size ≤ 5 mm^2 and for regular particles: Strip width ≤ 1 mm or Dissolved with particle size ≤ 5 mm^2 or Shredded ash with particle size ≤ 5 mm^2	The particle size shall not be exceeded.