# Instructions for the destruction and deletion of Elector Information

Any medium or electronic file containing Elector Information provided by the AEC, including all copies of the elector information must be destroyed and deleted in accordance with these instructions and the conditions of the safeguard agreement entered into by your organisation with the AEC.

## Instructions on destruction of media

Media must be destroyed either by:

* Breaking up the media
* Heating the media until it has either burnt to ash or melted

The use of any of the following destruction methods is required:

* Furnace/incinerator
* Hammer mill
* Disintegrator
* Grinder/sander
* Cutting (must be broken up into multiple pieces to so it cannot be read in a CD drive)

The following must also take place,

* Delete all data from the CD/DVD
* Remove all labels from the CD/DVD
* Cut the CD/DVD multiple times to break it up
* Have the same person carry out the process where possible

## Instructions on deletion of electronic files

The electronic files containing the previous Elector Information provided by the AEC to the organisation must be securely deleted from the organisations servers and computer facilities.

When deleting files containing Elector Information provided by the AEC, organisations must use specialised sanitisation software to ensure this data cannot be recovered. This software should be configured to overwrite the data at least twice in its entirety with a random pattern, followed by a read-back for verification.

When deleting the file containing the previous Elector Information provided by the AEC, organisations must also delete this data from systems backups (if applicable). Organisations that have cost or feasibility concerns related to removing data from backups must exclude these files from their backup regimes. This data can be re-obtained from the AEC if necessary.

## Certificate of destruction of elector information

The AEC’s Certificate of Destruction of Elector Information must be completed and provided to the AEC within two weeks of the completion of destruction. The document can be returned to the AEC’s Elector and Roll Services Section at <https://formupload.aec.gov.au/Form?FormId=rps>