INTERNATIONAL STANDARD

ISO/IEC 21964-2

First edition
2018-08

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

Reference number
ISO/IEC 21964-2:2018(E)

© ISO/IEC 2018



COPYRIGHT PROTECTED DOCUMENT

© ISO/IEC 2018

All rights reserved. Unless otherwise specified, or required in the context of its implementation, no part of this publication may be reproduced or utilized otherwise in any form or by any means, electronic or mechanical, including photocopying, or posting on the internet or an intranet, without prior written permission. Permission can be requested from either ISO at the address below or ISO's member body in the country of the requester.

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

Published in Switzerland

Contents

Page

Foreword ... **iv**

1 Scope ... **1**

2 Normative references ... **1**

3 Terms and definitions ... **1**

4 Requirements ... **1**
4.1 Degree of destruction ... 1
4.2 Materials referred to in security levels ... 1
4.3 Limits for particle sizes ... 2
4.4 Feed and collection apparatus ... 5
4.5 Checking that destruction is complete ... 6

5 Testing ... **6**
5.1 Ambient conditions ... 6
5.2 Test material ... 6
5.3 Testing the rated throughput ... 6
5.4 Testing the degree of destruction ... 7
5.4.1 Purpose of the test ... 7
5.4.2 Feeding in the test material ... 7
5.4.3 Sample quantity ... 7
5.4.4 Sampling from destroyed test material ... 7
5.4.5 Analysis ... 7
5.4.6 Evaluation ... 8

6 Test report ... **8**

7 Test certificate ... **8**

© ISO/IEC 2018 – All rights reserved

Foreword

ISO (the International Organization for Standardization) and IEC (the International Electrotechnical Commission) form the specialized system for worldwide standardization. National bodies that are members of ISO or IEC participate in the development of International Standards through technical committees established by the respective organization to deal with particular fields of technical activity. ISO and IEC technical committees collaborate in fields of mutual interest. Other international organizations, governmental and non-governmental, in liaison with ISO and IEC, also take part in the work. In the field of information technology, ISO and IEC have established a joint technical committee, ISO/IEC JTC 1.

The procedures used to develop this document and those intended for its further maintenance are described in the ISO/IEC Directives, Part 1. In particular the different approval criteria needed for the different types of document should be noted (see www.iso.org/directives).

Attention is drawn to the possibility that some of the elements of this document may be the subject of patent rights. ISO and IEC shall not be held responsible for identifying any or all such patent rights. Details of any patent rights identified during the development of the document will be in the Introduction and/or on the ISO list of patent declarations received (see www.iso.org/patents).

Any trade name used in this document is information given for the convenience of users and does not constitute an endorsement.

For an explanation on the voluntary nature of standards, the meaning of ISO specific terms and expressions related to conformity assessment, as well as information about ISO's adherence to the World Trade Organization (WTO) principles in the Technical Barriers to Trade (TBT) see the following URL: www.iso.org/iso/foreword.html.

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.

© ISO/IEC 2018 – All rights reserved

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.)

© ISO/IEC 2018 – All rights reserved