



BSI Standards Publication

Information technology — Destruction of data carriers

Part 2: Requirements for equipment for destruction of data carriers

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National foreword

This British Standard is the UK implementation of ISO/IEC 21964-2:2018.

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A list of organizations represented on this committee can be obtained on request to its secretary.

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Information technology — Destruction of data carriers —

Part 2: Requirements for equipment for destruction of data carriers

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

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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).

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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.

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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.

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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.)