

## Records Destruction or Transfer

At the end of a record's life cycle, we start to look at [disposition](#).

*Disposition:* The final action to be taken on records at the end of their retention periods. At Victoria, this is usually either destruction or transfer to the Archives for permanent retention.

## Benefits

### Regular Disposition: Destruction or Transfer

- Reduces clutter in filing cabinets and computer drives/servers.
- Reduces risk of legal liability by ensuring destruction of records in accordance with the law.
- Ensures the University's historical record and organizational memory are preserved in the Archives.
- Helps staff stay familiar with records held in the office and encourages better records management, collaboration, and knowledge transfer.

## Important Destruction Note!

All appropriate approvals must be received BEFORE destruction begins.

[University Records](#) (no matter what format they're in) must be destroyed according to our procedures. [Transitory Records](#) do not require permission to destroy - please review the Transitory Records [Tip Sheet](#) for more information on identifying and destroying Transitory Records.

### Records cannot be destroyed if:

- The records are the subject of any current or anticipated claim, litigation, investigation, legal hold, audit or program review.
- The records contain information of enduring value for the Victoria University Archives.

## Procedures: Destruction or Transfer

Review and complete the relevant [Tip Sheet](#) and [Forms](#). Have questions? Please contact the Records Manager for assistance.

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