



Records Management Tip Sheet

Records Destruction

How Do I Destroy University Records?

University Records without enduring value should be securely destroyed at the end of their approved Retention Period. This helps us manage space, protect privacy, and fulfills legal obligations. Use this Tip Sheet to guide your destruction project.

Step 1: Contact the Records Manager!



- ⇒ archives@vicu.utoronto.ca or 416-585-4562
- ⇒ Allows you to ask any questions about the process and get assistance in advance.

Step 2: Locate and Review Records

- ⇒ Are there applicable Retention Schedules? File Plans? Departmental or other policy?
- ⇒ Talk to the Records Manager if you have nothing in place to guide your destruction decisions.

REMINDER!

When a decision is made to destroy a record, **all formats** of that record need to be destroyed—paper AND electronic.

Step 3: Prepare Records

- ⇒ *Paper*: If you are working on the destruction of paper records, you should box the files into standard banker's boxes.
- ⇒ *Digital*: If you are working on the destruction of digital records you may be able to destroy them without moving them.



Step 4: Complete the Destruction Form



- ⇒ Use the [Destruction Form](#) to document the material being destroyed and to obtain permission for the destruction.
- ⇒ Completed forms are to be **retained permanently** and kept accessible in your department's filing system.
- ⇒ A convenience copy should be forwarded to the Records Manager.

Step 5: Destroy the Records



- ⇒ Make arrangements for secure destruction.
 - ◆ Is it a **small** amount? Example: a few file folders. Consider having a staff member manually shred the records.
 - ◆ Is it a **large** amount? Example: more than a banker's box. Consider hiring a third party like Iron Mountain to shred the records.
 - ◆ Is it **digital**? Many of these will have to be deleted from systems manually, though there are tools that can help. Contact the Records Manager for assistance if you have a large number of digital files.
 - ◆ Is it **media**? Example: CDs, DVDs, floppy disks, tape, film, etc. Contact the Records Manager for assistance. These formats have unique destruction requirements.

⇒ **You're done!**

Questions?

416.585.4562
archives@vicu.utoronto.ca
http://library.vicu.utoronto.ca/archives/records_management