



## Records Destruction Procedure

### PURPOSE

The purpose of this document is to provide step-by-step instructions for the destruction of University Records. Terminology is defined in Brock's Records Management Policy.

There are three basic legislative requirements around records destruction:

1. A description of the records being destroyed (disposal record)
2. Appropriate Authorization
3. Confirmation of destruction

The following destruction procedures apply to University Records regardless of their format and media. These procedures do not apply to Transitory Records, although all Transitory University Records must still be destroyed securely. Records that are not University records can be recycled or deleted as might be appropriate for their format.

### Definition of Destruction Batches

"One-time" Batch: a set or group of records identified as eligible for destruction that result from a unique circumstance, such as when a unit/department/individual decide to clean out records in storage.

"Scheduled destruction" Batch: records created as a matter of routine (per semester, or monthly, etc), and are also destroyed at regular intervals as per a written unit / departmental / institutional protocol document.

Note: All destructions are treated like "One-time" batches, unless a unit has work with the Records Coordinator to create a written protocol document outlining scheduled destructions.

### Procedure Step One

Review all records and identify which retention schedule applies from Brock's Records Classification and Retention Schedule (RCRS). [Records Classification and Retention Schedule](#)

- Step Two** Confirm that the records are eligible for destruction, as per the date of the records and the retention listed in the RCRS.
- Step Three** Complete a Records Disposition Form (RDF) for one-time destruction batch. For schedule destructions, refer to the authorized destruction protocol to ensure that all necessary steps are followed (this is subject to an internal records audit), then move to step 6.
- Step Four** Forward the RDF form to Brock's Records Coordinator for review. If necessary, the Records Coordinator will perform a quality and compliance check (10% check).
- Step Five** Submit the form to the Records Steward (as identified by the RCRS) or their approved delegate for departmental approval and sign-off. The Records Coordinator will review the form and sign it if the records are eligible for destruction.
- Step Six** Proceed with destruction method as identified on the RDF or SDF.
- Paper records: use the secure shred bins, or order shredding totes from Shipping and Receiving.
  - SharePoint and OneDrive: Delete file and clear recycle bin
  - Shared Drives: use native delete function
  - USB and rewriteable media: multi-pass overwrite or pulverize media
  - Magnetic media: Degauss or pulverize
- Step Seven** Email the Records Coordinator to indicate that the destruction has been completed. The Records Coordinator will obtain confirmation of destruction (appropriate to the method of destruction) and upload the completed form to the Records Management SharePoint site.