

REGULATION #5701.2

DESTRUCTION OF DISTRICT RECORDS

1. PURPOSE

The Records Management Program will arrange for the proper destruction of district records, as and when retention periods expire.

1.1. Records Management allows for the safeguard of required records and documentation while ensuring the systematic disposal of material that is no longer needed.

1.2. All district records stored with Records Management Services, in an Office of Primary Responsibility (OPR) or in a Non-Office of Primary Responsibility that become due for destruction will be destroyed, confidentially, by shredding. *(See the Records Classification System Retention Schedule for prescribed retention periods.)*

2. DESTRUCTION OF RECORDS STORED WITH RECORDS MANAGEMENT SERVICES

2.1. Records Management Services will provide a Record Destruction Notice to the appropriate school or department advising of the end of the required retention period.

2.2. The user will confirm and provide authorization that the records stored can be destroyed.

2.3. Records Management Services will co-ordinate destruction of records, complete the Certification of Destruction and provide the user with a signed copy.

2.4. All original, completed Certification of Destruction and Certificate of Destruction documentation will be permanently retained by Records Management Services.

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3. DISTRICT RECORDS NOT STORED AT THE RECORDS CENTRE

3.1. Procedure for the Office of Primary Responsibility

- a) The Office of Primary Responsibility will submit a completed Certification of Destruction form to Records Management Services identifying all records to be destroyed.
- b) The Office of Primary Responsibility may also destroy records on site (*with the caveat that a completed Certification of Destruction form be filed with Records Management Services*).
- c) All district records to be destroyed will be placed in the district's cardboard, blue labeled, recycling boxes for destruction.

3.2. Procedure for the Non-Office of Primary Responsibility

- a) The Non-Office of Primary Responsibility is neither required to create a list of records being destroyed, nor complete a Certification of Destruction form for Records Management Services.
- b) All district records to be destroyed will be placed in the district's cardboard, blue labeled, recycling boxes for destruction – not the district's plastic, blue recycling tubs.
- c) Non-Office of Primary Responsibility files will be picked up, delivered and stored in a secured location until a request for shredding service is made by the Transportation Department.

3.3. Procedure for Records Management Services

- a) Records Management Services will collect the Certification of Destruction from the Office of Primary Responsibility.
- b) Records Management Services will issue a maintenance work order requesting the district's Transportation Department pick up records from the Office of Primary Responsibility and deliver to the District Facilities Centre for secure destruction.

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- c) After destruction is completed, Records Management Services will provide the necessary documentation confirming the destruction of records after receiving a Certificate of Destruction from the authorized recycling service.
- d) Records Management Services will confirm and sign the Certification of Destruction and a copy will be forwarded to the Office of Primary Responsibility.
- e) A Certification of Destruction, a copy of the Record Transfer List (or list of box numbers destroyed) and Record Destruction Notice will be filed and permanently retained in the Certification of Destruction/Record Destruction Notice Binder at Records Management Services.
- f) Upon receipt of the Certificate of Destruction, the appropriate Record Transfer List will be dated, stamped “destroyed” and permanently retained for public record at Records Management Services.

Appendices: [5701.2-1 Certification of Destruction](#)
 [5701.2-2 Record Destruction Notice](#)

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