

Disposing of Records

Although the disposal authorities establish when records can be destroyed, no records should be destroyed until authorised by the business unit manager and the Manager, University Records. Records must be destroyed in a secure and environmentally friendly manner.

What do I do with records due for destruction?

You will need authorisation from your manager and the Manager, University Records before you can destroy records, this is to ensure that all legislative requirements have been met. To do this you will need to complete a Request for Authority to Destroy Records form.

Make sure you complete all the relevant sections on the form, once you have completed the form submit the form to the Manager, University Records for checking and authorisation.

How do I destroy records that have been approved for destruction?

Once you receive notification that your records have been authorised for destruction, you need to destroy them in a secure manner so they can't be read or recreated. Security shredding and pulping are the preferred methods of disposal for paper records. Electronic information approved for destruction must be deleted from the network or hard drive. If the records contain sensitive information ensure that they are destroyed by overwriting. Other electronic media must be destroyed so that no information can be recovered.

What do I do with records not due for destruction yet?

These records are commonly known as inactive temporary records, inactive because they are no longer referred to on a regular basis and temporary because they can be destroyed once their retention period ends. These records need to be kept in an approved local storage area until their retention period ends at which time a Request for Authority to Destroy Records form will need be completed and submitted to the Manager, University Records.

What do I do with records that have a permanent retention period or are of archival value?

Records that have been identified as having a permanent retention period need to be boxed separately from records that are temporary. Permanent records need to be transferred to the Archives Centre South Campus, Wagga Wagga. The staff there will preserve, store and manage these records appropriately.

Further assistance

Please see the following related guides:

- Process for Archiving
- What are General Disposal Authorities?