

## **DESTRUCTION OF RECORDS**

Not all records are of archival nature and indeed should not be retained past their scheduled retention. In order to protect the University and individuals involved, records not scheduled for permanent retention that contain private or sensitive material must be destroyed. Generally, records which contain personal information such as birth dates, social security numbers, bank account numbers and other items require confidential destruction. State law requires that a copy of certification be filed every time a destruction occurs. Certification is not necessary for non-records.

1. Certificates of Records Disposal are completed for records when the schedules indicate they are to be destroyed or transferred to the University Archives. They are completed at the time of destruction or transfer by departmental records personnel.
2. The designated records officer for each office will send the completed Certificate of Disposal to the University Archives and Records Management. Materials will be reviewed with General Counsel.
3. The University Archivist will review the request and notify the originator. A copy is maintained in the files of the University Records Management Program for the Department.
4. Records may be destroyed.