



University Archives Records Management Program

Guide to Discarding Records During the Move Process

Your office may have records that, based on the Records Retention Plan, are old enough to be discarded. These naturally will not be moved to the new campus, but can be left in your offices after the move, to be collected and destroyed. Records Management Program staff will coordinate collection of these records with a trusted vendor, who will shred the records in bulk. The procedures below should be followed to facilitate the collection and disposal process.

1. **Review the Records Retention Plan to identify records that may be discarded**, and how old they must be for disposal.

DO NOT DISCARD RECORDS THAT SHOULD BE KEPT FOR REVIEW, OR HAVE NOT REACHED THEIR DISPOSAL POINT, BASED ON THE RECORDS RETENTION PLAN

If records that should be retained by your office or placed in the records center are left behind, your office will have to coordinate with Records Management staff additional recovery/moving arrangements.

2. **Separate these records** from records that you are moving to the new campus (but do not mix different record types together). This can be done in several ways:

Leave them in their original file cabinet, cupboard, etc. – leave these unlocked.

Stack them in the office

Place them in a box or bag

3. **Label** each drawer, stack, box, or bag by attaching a sheet with the following information:

Record Type, based on the Records Retention Plan

Dates of the records

Signature of the responsible office administrator

4. **Complete and attach to the office door the “Records Disposal/Destruction Form – 2008 Move Process,”** on which you should list the records to be collected and destroyed and their locations (for example, list “file cabinet against window, “cupboard in hallway,” etc.). The form is attached below; you may attach the completed form to the office door (i.e., with tape), but do not attach too securely since it will be removed for our recordkeeping purposes.

5. After your move, Records Management staff will accompany our vendor as they collect the records and remove them for shredding. Materials like theses, catalogs, and other non-confidential items will be collected for disposal but recycled instead of shredded.



Records Disposal/Destruction Form – 2008 Move Process

Department / Office:			Date:
Prepared/ Authorized by:	Name:	Signature:	
Contact Info:	Email:	Telephone:	

<u>Building/ Room No.</u>	<u>Container/ Location in Office:</u>	<u>Record Type</u>	<u>Dates (From - to)</u>	<u>Disposal Date (Records Mgmt. staff will complete)</u>

Attach additional forms as necessary

Records Management Staff Authorization	Name:	Signature:	Date:
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