

1.0 ASSOCIATED POLICY

- Privacy Policy

2.0 DEFINITIONS

Destruction

The disposal or deletion of Records that are of no further value to the University or that have reached their Retention Date by any means that completely obliterates the records beyond the possibility of reconstruction.

Destruction Certificate

A document received from the Record Destruction Service Provider confirming and evidencing that the secure destruction of records has been carried out.

Retention Date

The date, according to the Records Retention schedule, that a record should be retained and then is eligible for destruction.

Legal Hold

An instruction to cease the destruction of all relevant Records, regardless of form, in order to avoid the destruction of evidence when the duty to preserve arises or is triggered by the knowledge of anticipated, threatened, or pending legal action or regulatory investigation or proceeding.

Office of Record

The University department or business unit that is responsible for maintaining a University record.

Record

Recorded information in any form which includes any notes, images, audio-visual recordings, documents, videos, text messages, social media posts, and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.

Record Destruction Service Provider

A third party entity retained by the University to provide secure record destruction services.

Record Retention Schedule

A written index of the types of Records that are retained by the University that sets their retention requirements and eligibility for disposition or Archives.

Secure Destruction

Where the records shall be stored in a secure manner, ensuring physical security and restricted access until the destruction of the data in such that it cannot be reasonably reconstructed or recoverable.

Transitory Record

A record of information that has only immediate or short-term usefulness or that has no value to the University.

3.0 PROCEDURE ELEMENTS

3.1 Retention of Records

3.1.1 All Records will be retained in accordance with the Records Retention Schedule, and will only be subject to Destruction in accordance with this procedure.

3.2 Destruction of Transitory Records

3.2.1 When a record is not required to fulfill legal obligations or support administrative or operational functions, it is classified as transitory. Such a record can be destroyed once it is no longer useful or after a year of retention.

3.2.2 Transitory Records that do not include Personal Information and fit the Public information classification, in accordance with the University's Information Classification Procedure, can be deleted or recycled.

3.2.3 Transitory Records that include Personal Information or fit the Internal, Confidential, or Restricted information classification, in accordance with the University's Information Classification Procedure, must be subject to Secure Destruction.

3.3 Destruction of Retained Records

3.3.1 When a Record, other than a Transitory Record, reaches its Retention Date the records coordinator within each Office of Record will:

3.3.1.1 confirm that the Record is not subject to a Legal Hold;

3.3.1.2 obtain the necessary approval for destruction within the Office of Record; and

3.3.1.3 request authorization to destroy the Record from the Information and Privacy Office in writing using the Record Destruction Authorization form.

3.3.2 The Information and Privacy Office will review the request to ensure all retention requirements have been met, review with the University Archivist for Archival value, and submit to the Information and Privacy Lead for final approval to destroy or transfer to the University Archives.

3.3.3 Records stored offsite are managed by the Information and Privacy Office, and the Information and Privacy Office will work with the Office of Record to ensure the Secure Destruction of the records by the vendor.

3.3.4 Records that do not include Personal Information and fit the Public information classification can be deleted or recycled.

3.3.5 Records that include Personal Information or fit the Internal, Confidential, or Restricted information classification must be subject to Secure Destruction.

3.3.6 All Destruction Certificates will be permanently retained by the Information and Privacy Office.

4.0 RELATED POLICIES, PROCEDURES, FORMS AND OTHER DOCUMENTS

- Records Management Policy
- Information Classification Procedure

- Legal Hold Procedure
- Management of Student Records and Information Policy

5.0 ACCOUNTABILITY

Responsible Office

Information and Privacy Office

6.0 HISTORY

Relevant Dates

Approved: **2024.08.27**

Effective: **2024.08.27**

Next Review: **2029.08**

Modification History

- 15.02.26:** This is a new procedure which supports policy D7500 – Privacy – approved by Board Motion 02-02-26-2014/15.
- 21.11.01:** Minor revision to update position title. Approved by Policy Sponsor.
- 24.08.27:** Comprehensively revised to ensure compliance with legislative requirements and alignment with current processes. Previously titled Records Destruction Procedure. Approved by President’s Policy Committee (#2024.08.27-03.3 EC).