

Checklist

Disposal of Records Guideline

Use the below to support your understanding and implementation of the guidance provided in the GuideBook: Disposal of Records.

Understanding Records Disposal

- Information requires assessment to determine whether it meets the requirements outlined in approved disposition authorities. It is only when these requirements have been met that the appropriate processes are followed to ensure the appropriate level of sign-off prior to the secure disposal of records.

Records Identification and Disposal

- Not all records have the same disposal requirements. Departments and other public bodies must identify and implement appropriate disposal requirements based on record type and the retention needs of the records series.
- Record types include government, transitory, cabinet, abandoned, active and semi-active.

Implementing Disposition Authorities

- There are two types of disposition authorities:
 - 1) Authorities requiring GRC Approval
 - 2) Authorities that do not require GRC Approval

Executing Disposal

- Disposal could involve secure destruction or transfer to the archives.

- The disposal process should be well established and include documented governance processes.
- Documentation related to the information destroyed including approvals for destruction are required to be maintained by the IM Program.

Monitor and Verify

- Review and validate compliance, performance and capacity of the records disposal needs of the organization.