

## Records Destruction Approval Form

### Instructions

1. Use this form to document records that have met or exceeded their retention period as defined by the TRU Records Retention Schedule and are requiring destruction.

Note: this form is not required for the destruction of transitory records.

2. List the records to be destroyed: Category of Record from the Records Retention Schedule, a brief description of the records (individual records need not be listed), the years in which the records were created, and the method used to destroy the records (confidential bins, shredding, recycling, [secure electronic disposal](#)). Do not include the details of personal information in this listing (names, student numbers, TIDs, etc.).
3. If additional pages are required, please attach.
4. Do not destroy any records pertaining to an ongoing or reasonably anticipated investigation, legal action or proceeding, Freedom of Information (FIPPA) request, audit or program review, even if the retention period or disposition date specified for the records has already expired.
5. Once completed, have the form signed by the Dean/Director (or more senior officer) in your department prior to disposing of the relevant records. Copies of completed and signed forms must be permanently retained by the department.
6. If you have any questions about this form, please contact the Privacy and Access Office at 250-828-5012.

## Records Destruction Approval Form

Office: XXXXXX Contact Name: XXXXXX Phone: XXXXXX

Category of Record	Description of Records	Date Range From	Date Range To	Retention Period as per the Records Retention Schedule (years)	Quantity of Records (# of boxes(BX), # of linear feet (LF), # of electronic records (E))	Records contain *PI? (Y/N)	Destruction Method
Records used that directly affect an individual	Essays for Course #00000	2008/01/01	2014/12/31	1	1500 (E)	Y	Deletion from electronic files on personal network drive
Access to Information Files	FOI files	2007/02/15	2011/11/15	5	1 (BX)	Y	Confidential shredding
Employment Posting documents	Admin job postings	2012/03/26	2014/12/31	2	2 (LF)	N	Recycled
Procurement Records	RFP documentation	2005/03/21	2009/12/15	7	2000 (E)	Y	Deletion from departmental shared network drive

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EXAMPLE

**Name of Approving Officer:** \_\_\_\_\_ **Title:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Records Destroyed by (name):** \_\_\_\_\_ **Date Destroyed:** \_\_\_\_\_