#### UNIVERSITY COLLEGE, CORK

Records Management Policy and Procedures
Authorised Records Destruction/Deletion Form

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| --- | --- | --- | --- | --- | --- | --- |
| **RRS\* Code** | **General Description of Records** | **Covering/Closing Dates\*** | **Action Date\*** | **Paper? Y/N** | **Digital?\*** | **Comments\*** |
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| **Total Quantity of Paper Records for Destruction (bags/boxes)\*** |  |

“**\***”: see Notes below

**Authorisation**

Name of compiler: Signature of compiler: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date compiled:

Name/title of authorising official: Signature of authorising official: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date signed:

Date(s) records deleted / removed from premises for destruction:

**Notes**

This form lists records proposed for destruction/deletion. Action may only be taken on the form if:

* It has been inspected and signed by the Data Owner or designated management level staff member with responsibility for destruction of records and,
* That person is satisfied that destruction is in line with UCC’s records management policy, applicable records retention schedule, and procedures.
* Destruction may only be performed in a manner consistent with procedures, eg, paper records may generally only be destroyed by the approved confidential shredding provider. Where applicable (ie, where dealing directly with provider), receipts or confirmation of destruction received from the provider should be held on file, and should confirm the total quantity of bags entered above.
* Local office shredders may be used for smaller jobs not containing highly sensitive personal or commercial data, subject to appropriate disposal.
* Forms should be retained permanently as evidence of compliance. They may be retained in hard copy (paper) or digital (eg, spreadsheet) format, but must include a record of authorisation of destruction/deletion
* Where necessary, the table above, or Comments, may be continued on a separate attached page
* RRS\*: Records Retention Schedule
* Covering/Closing Dates\*: date range of records to be deleted/destroyed may generally be entered. Where file closure is the trigger for the retention period, a closing date may be entered instead.
* Action Date**\*** is the date or year on which records are liable for destruction, based on the end of the retention period set out in the records retention schedule.
* Digital**\*** records here refers to digital documents and files within directories, eg, Nas, Sharepoint, or saved in folders on hard drives. It does not refer to enterprise data within systems such as Agresso, CoreHRIS. Management of enterprise data is subject to separate SOPs managed within relevant functional areas. This field is to indicate (Y/N) whether relevant digital records are included in the destruction/deletion action.
* Comments**\*** field may generally be left blank, but may be used to explain, eg, why only paper records are to be destroyed, or, eg, unit within office where records are held.
* Quantity**\*** is recorded for hard copy (paper) records only, and is to ensure stated quantity matches the quantity taken away for confidential shredding, where applicable (eg, to match a receipt issued by the shredding provider for on-site shredding)