

Boxes of records sent to Regional Services for disposal must follow the guidelines below.

Procedures for Transfer to Semi-Active Area

1. Box files together by date of destruction in standard **one cubic foot banker boxes**. If the boxes are too heavy, they will not be transferred to Regional Services until they meet the requirements below. Weight must not be over **30 pounds**.
2. Complete inventory of files using Form 3-51-A, Document Destruction Box Inventory for Storage and/or Destruction. A detailed inventory in a database will be maintained for an accurate record of any destroyed files for an audit trail. Form 3-51-A, Document Destruction Box Inventory for Storage and/or Destruction, must be completed, signed and original copies sent to Regional Services with boxes.
3. Regional Services will place a standard label on the end of each box. This label will list the contents of the box, date range and destruction date (i.e. Finance – Accounts Payable, September 08-August 09, Destroy 2016). All information will be printed in black except for the destruction date, which will be printed in red.
4. Place boxes on a shelving unit in the semi-active area. Shelves will also be clearly marked for easy location and access.

Destroying Records

Records that have met the Record Retention Schedule destruction requirements shall be disposed of in the following manner:

1. Document dates will be checked to ensure compliance with the Record Retention Schedule.
2. Form 3-51-A, **Document Box Inventory for Storage and/or Destruction** to be completed by the department or school submitting the records to Regional Services for destruction. Two copies are to be made. Original signed copy is sent to Regional Services by inter-office envelope and a copy is to be attached to the box. The Document Box Inventory for Storage and/or Destruction, 3-51-A will be signed by the Administrative Assistant or person completing the request for destruction and the School Principal/Supervisor.
3. The Certificate of Destruction, Form 3-51-B, along with the completed Document Destruction Box Inventory (Form 3-51-A) will be signed by the Secretary Treasurer for Approval of Destruction of Records. Each time there is a transfer to a shredding facility, the Form 3-51-B must be signed for the shredding/disposal boxes. The form is then signed by the Secretary Treasurer for Certificate of Destruction.
4. All the forms used in the destruction process are then filed in Docushare.

Destruction Timelines:

Cumulative Student Files –July
Human Resources Files - July

Reference

[AP 30-53 Student Records/Cumulative Files](#)

[AP 30-55 Record Retention Schedule](#)

[Form 3-51-A Document Destruction Box Inventory for Storage and/or Destruction](#)

[Form 3-51-B Certificate of Destruction](#)

Size of boxes to be used is as follows: 10”H x 12” W x 15” D

