Records Destruction Approval Form - Instructions

1. Use this form to document records that have met or exceeded their retention period as defined by the Common Records Schedule (http://crs.apps06.yorku.ca/) and which are defined as requiring destruction.

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

2. List the records to be destroyed: file class (e.g. ADG20), a brief description of the records, the date range of the records and their extent (10 boxes, 20 linear feet, etc.). Note whether records contain personal information (PI - Y/N) and method of destruction (confidential bins, shredding, recycling). Do not include the details of personal information (names, student numbers, SIN…).

3. If additional pages are required, please attach. If you prefer to have a copy of this document in Word, please request it from the IPO.

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. This is so even if the retention period or disposition date specified for the records has already expired.

5. This form has been produced in compliance with the Freedom of Information and Protection of Privacy Act - R.R.O. 1990, Regulation 459, s.6(1).

6. Once completed, you may save an electronic copy of the form with a new name. Print and retain a signed paper copy for your records.

7. If you have any questions about this form, contact the Information and Privacy Office, ext.20359 or info.privacy@yorku.ca.

YORK UNIVERSITÉ UNIVERSITY

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Office:		Contact Name:		Phone:		Date:	

File Class	Description	Date Range - From	Date Range - To	Extent of Records	PI (Y/N)	Destruction Method

YORK UNIVERSITÉ UNIVERSITY

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File Class	Description	Date Range - From	Date Range - To	Extent of Records	PI (Y/N)	Destruction Method

Approving Officer Name: **Title:** **Signature:** **Date:**

Destroyed* by (name): **Destroyed on (date):**

*"Destroyed" means shredded, recycled, placed in confidential bin