

TIPS FOR Destroying Records

COMPLETE A CERTIFICATE OF RECORDS DESTRUCTION

University Policy 2000 and the Virginia Public Records Act require that all official records destruction be documented on a Certificate of Records Destruction form. The CRD must be completed by the departmental records coordinator and authorized by the Director, Records Management Services. A web form is available at: <http://vt.libsurveys.com/rms-destruct>

USE THE APPROPRIATE RECORDS SERIES CODE

Retention periods for university records are determined by the Library of Virginia's records management program. An abbreviated schedule of record types commonly encountered by university offices (and including links to the complete state schedules and relevant university procedures) is available at: https://www.lib.vt.edu/content/dam/lib_vt_edu/urig/univ_sched.pdf

DO NOT DOCUMENT DESTRUCTION OF COPIES

Unless you need Records Management Services to shred or degauss records for you (in which case the Certificate of Records Destruction form acts as a service request), it is not necessary or desirable to report the destruction of record copies. Such copies include: convenience copies of official records created or maintained by other offices, and paper copies of scanned records (when the scanned electronic version has been declared the official record).

USE THE APPROPRIATE DESTRUCTION METHOD

Shred records containing personally identifiable information. Recycle records which do not contain personal or other confidential information. The state retention schedules indicate the required method of destruction for each records series - this should serve as a baseline for choosing a destruction method.