

Records Destruction Certificate

Form Instructions

The Records Destruction Certificate must be used by university staff to record the lawful destruction of records within the Faculty, School, Unit or Administration Area.

The Records Destruction Certificate should be **completed, printed out** and **signed** by the appropriate delegate and sent to University Archives MBDP M022 for approval.

Note: Records **must not be destroyed** until approval is granted by the University Archivist as delegate for the Vice-Chancellor.

The approved Records Destruction Certificate will be returned to the originating officer. Arrangements should be made by the section for the physical destruction of the records. Documents must be destroyed in accordance with [University Guidelines](#) in such a manner that the information can not be reconstructed, ie paper records can be destroyed either by shredding or via confidential destruction bins, the burying or dumping of records is not acceptable. Electronic records can be destroyed by overwriting, reformatting, degaussing or shredding using specific electronic file shredding software, deleting documents or placing into recycle/trash bin is not sufficient. The destruction method chosen should be based on risk analysis conducted on the level of sensitivity of the data.

The last section "Destruction of Records" should then be completed. The original Records Destruction Certificate should be returned to University Archives to be placed on a central file. A copy of the Records Destruction Certificate can be retained and filed locally in the section for reference purposes

Please complete all sections of the Records Destruction Certificate form

1. Provide section details – Name of officer, name of Faculty/School/Unit, contact number and the date the certificate was prepared
2. Section A – provide details here if supplying a separate itemised list

Section B – This section can be used to list groups of records which document the same function, such as financial forms.

Column 1 **General Disposal Authority or Records Disposal Authority**
Provide the Authority number used to sentence the record groups

RD2003016	General Disposal Authority for Administrative Records
RD2005010	General Disposal Authority for Financial and Accounting Records
RD99002	General Disposal Authority for Human Resource Management Records
RD2006015	Records Disposal Authority for Student Administration Records

Column 2 **Class**
Provide the class number from the General Disposal Authority (GDA) or Records Disposal Authority (RDA)
i.e for examination scripts (blank /unmarked exam papers (duplicate copies) = 7.2.2
i.e for debtors invoices = 17.1

Column 3 **Date range** - Provide the first and last date for the particular group of records

Column 4 **Destruction due date**
Provide the date (year) according to the relevant GDA or RDA schedule on which the records can be legally destroyed

3. Authorisation – "Section Approval"
to be signed and authorised by the Manger or Head of the section.
4. Authorisation – "University Archives Approval"
for University Archives use only
5. Destruction of Records
Once the physical destruction of all records itemised on this form or on the attached list has taken place the responsible officer signs off to complete the process

For assistance in completing the records transfer form please contact the University Archives on x 7234 or x 3885