Records Disposition Process

1. Records your unit no longer wants or requires.

2. Are the records authoritative versions or copies?
   - Unsure
   - Authoritative
   - Copies

   3. Contact the Records Manager\(^1\)

   4. Are the records listed on a retention schedule?\(^2\)
   - No
   - Yes

   5. Have the records exceeded their retention period?
   - No
   - Yes

   6. What is the Final Action listed in the retention schedule?
   - AR
   - DP
   - D

   7. Dispose of record according to disposition plan listed in the retention schedule.

   8. Follow the Destroying Records process as detailed on the Records Management website.

   9. Dispose at will.

   10. Maintain the records until retention period is exceeded. Internally, or at preferred supplier.\(^3\)

   11. Contact University Archives\(^4\) to arrange transfer.

---

1. https://www.queensu.ca/accessandprivacy/contact
2. https://archives.queensu.ca/records-retention-schedules
3. https://www.queensu.ca/procurement/preferred-suppliers/records-storage

Last updated September 10, 2018