Procedure for Disposition of Records

December 11, 2007

When the retention requirements for records have been met and the records are no longer needed or used in department offices, they should be disposed of in one of the following three methods:

- 1. Permanent records with archival value should be transferred to the College Archives (see "Transferring Permanent College Records and Memorabilia to the Archives" in the *Connecticut College Archives Program Manual*).
- 2. Inactive records, with no archival importance, that have been kept as long as legally required and have outlived their usefulness, as per the Connecticut College Records and Retention Schedules should be destroyed. If the records contain confidential or privileged information (see *Access and Confidentiality of Records*, above), they should be destroyed by shredding or, in the case of digital records, permanently erasing the files and/or destroying the medium. If records are stored off-site, the vendor can contract out to a third party vendor for confidential shredding services. In order to take advantage of this service, department offices must have destruction dates clearly marked on each box and listed in an inventory prior to sending records off-site.
- 3. Records that do not contain confidential or privileged information can be destroyed by recycling. No security measures are necessary for their destruction.
- 4. Suspension of automatic document destruction can occur at any time to satisfy E-Discovery rules.

Records sent off-site can be called back for on-campus review to determine records disposition.