

To: Records Retention Coordinators

From: Office of the Special Counsel

Date: June 18, 2015

Re: Records Disposition Instructions

RECORDS DISPOSITION INSTRUCTIONS

Records can be sorted into three categories:

- 1) Enduring value, records that will be retained permanently;
- 2) No value, records ready for immediate disposition;
- 3) Limited value, records kept for legal or regulatory purposes that must be retained until superseded, or no longer needed.

Determine whether records are ready for immediate shredding or need to be stored. (See the attachment entitled: "Process to Review Paper Documents for Compliance with CUNY Records Retention – October 24, 2014").

Note: Remember to always add the current year to your destruction date calculations. (For example, if the record retention is for 6 years, you add the current year + 6 years = total retention time).

For records that must be retained permanently:

- 1) Do **NOT** shred or prepare for shredding. These documents are to be kept permanently, and are labeled as such on each Department Retention Schedule.

For records that are ready to be shredded:

- 1) Complete a Certificate of Destruction. The Certificate of Destruction must be completed by referencing the retention schedule, which may be obtained on the Special Counsel website: <http://www.lehman.edu/special-counsel/records-retention.php>. The Certificate must then be signed by the department supervisor;
- 2) Forward the completed Certificate of Destruction, to the Office of the Special Counsel at Special.Counsel@lehman.cuny.edu;
- 3) Upon approval of your Certificate of Destruction fill out a work order for Buildings & Grounds to pick up the records;

Note: Documents needing to be shred do not need staples, paper clips, large black clips, binders, etc. removed (a commercial shredder takes everything as is);

- 4) Tape a copy of the approved Certificate of Destruction to the box or bin containing the materials to be shred. You may keep a duplicate copy of your Certificate for your files.

For records that are to be stored for future shredding:

- 1) Remove materials from Pendaflex folders and place the records in boxes. Please only store official copies of records. If you have duplicate records, please consider whether you really need them since the official copies are being retained by the appropriate department according to CUNY guidelines;
- 2) Clearly label on the **outside** of the boxes using a **permanent** marker the:
 - a. quantity of boxes in record series(1 of 4, 2 of 4, etc.), if applicable;
 - b. department name;
 - c. contents of each box, including type of records, date range, and destruction date;

(For those using file cabinets instead of boxes, please make sure to have updated labels on the outside of the cabinets on every drawer. Like boxes, cabinets should be clearly marked with the department's name and the contents of the drawer, including dates of the records and destruction date).

Note: Do **NOT** put items with different destruction dates in the same box (however, you may put different types of records in the same box as long as they have the same date of destruction, and you clearly mark the contents on the outside of the box).

- 3) Do not overstuff boxes because there is not adequate shelving, and boxes may be put on top of one another. If the boxes are too heavy, the bottom boxes will break and the contents will spill out and get damaged, as well as may pose a security risk for confidential information;
- 4) **Keep an electronic account or log of each stored record**, which should reflect the retention period of the records, their future disposition date, and the type of records to be disposed of, so that they may be shred as they become eligible for destruction.
- 5) Submit a Certificate of Destruction to the Office of the Special Counsel for early approval. Once the retention date has been met, submit a work order for Buildings & Grounds to pick up the records; records will automatically be shredded without the need for a second approval of the Certificate of Destruction.

Thank you.