

DESTRUCTION OF INFORMATION

Once University records have been sentenced they need to be stored appropriately and disposed of correctly. University information can only be disposed of in accordance with an approved disposal authority and must be stored until its destruction or transfer has been authorised.

Once you have sentenced your information, using the relevant [disposal authorities](#), you will find that it can be classified into one of the following categories. Each of these categories needs to be managed differently:

- Information due for destruction
- Information not yet due for destruction
- Information that is archival (kept permanently)

However, regardless of the category type the sentenced information will need to be stored in your area temporarily until such time as you have received authorisation that it can be transferred to Records & Information Management (RIM) for either longer term storage or destruction.

What do I do with information that is due for destruction?

You will need to:

- Enter the required information into the [Curtin Records and Information System \(CRIS\)](#)
- Print one copy of the box summary sheet (to be placed inside the box)
- Fill in the authoriser details
- After a Records Information Officer has reviewed the box information in CRIS, the box status will be changed to '*Destruction - Pending Area Head Approval*'
- Your authoriser will then receive an email with instructions on how to check and approve the records that are pending destruction

After authorisation:

- The destruction request will then be taken through an authorisation process
- Once authorised for destruction, your boxes will then be labelled, collected and transferred to RIM for secure destruction

If you do not have access to CRIS, please contact us so that we can arrange for your access and undertake training on the system.

Further assistance and useful links

We also recommend that you read the following related procedures:

- [What are Disposal Authorities?](#)
- [Sentencing Information](#)
- [Care and Preservation of Records](#)

Please do not hesitate to contact us on 9266 7050, or rim@curtin.edu.au, should you require additional support.

For general information management advice, please visit our website at: rim.curtin.edu.au.