

Destruction of Information

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

Once you've sentenced your information using the relevant [disposal authorities](#) you will find that it fits into the following categories.

Each of these categories needs to be managed differently:

- Information due for destruction
- Information not due for destruction yet
- Information that is archival or to be kept permanently

All three categories will need to be stored in your area temporarily until you've received authorisation that it can be transferred to RIM for longer term storage or destruction.

What do I do with information due for destruction?

You will need to:

- Enter details 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.
- Once records information officers have checked the box, 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 pending destruction.

After authorisation:

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

If you don't have access to the CRIS contact Records & Information Management so that access and a training session can be arranged.

Need assistance?

For any further assistance and advice, please contact our office on #7050, rim@curtin.edu.au or visit our website at rim.curtin.edu.au

Please see the following related procedures:

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