

# DISPOSAL LIST INSTRUCTIONS

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## **Purpose:**

The purpose of this template is to provide a standardised way of recording the disposal of Council records. Properly governed and documented records disposal enables Council service areas to demonstrate to auditors that information is managed appropriately and in accordance with relevant legislation and regulation.

This requires us to document:

- Which records were destroyed
- What retention schedules were used
- Who disposed of the records
- Who authorised the disposal
- When it was done.

If you are appraising records for destruction and are not sure if you have an appropriate authorised retention schedule, contact the ICT Records Manager (Peter Bode x6634)

Once completed, this form should be retained in the service area for a minimum of 7 years for audit purposes.

**Note:** This template should not be used to document records to be stored at DeepStore prior to destruction. Use the appropriate DeepStore transfer template for this.

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## **Section I. – Organisational Data**

This section is for recording details of which service area is destroying records and the individuals conducting the process of doing so.

**Service Area:** Input name of service area/department

**Location:** What address or building are the records located at

**Appraising Officer:** Name of the person appraising the records and making the list

**Authorising Manager:** Name of the person approving the destruction

**Authorising Signature:** Signature of the authorising officer. This should only be done when the list is complete.

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## **Section 2. – Format Data**

This section is for noting the format of the records to be destroyed. Tick any which are applicable

## **Section 3. – Records or Class Description**

Use this section to record details which are common to the group of records being appraised. They may be all of a particular class (ie case files or accounts payable forms). Any information which is common to the records can be recorded here.

A useful guide in filling out this field is to think about what information would be useful to have recorded if you were trying to find a particular record

**Date Range:** Enter the active date range of all of the records being appraised. (You may only know this information at the conclusion of listing the records.

## **Section 4. – Disposal List\***

This section of the form is for listing the actual records to be destroyed. Records should be listed at a suitable level of aggregation, such as files or batches. Case files for service user should always be listed at file level. Batches can be used if documents are not in files but a viable order such as alphabetical or numerical can be identified.

**Record reference:** This field should be used to record any unique identifiers, such as a file number if one is present.

**Description:** Enter the file title, or batch description (ie application forms A-E)

**Retention Class:** Enter the retention class from the retention schedule under which these records are being destroyed

**Destroy Date:** The date on which these records are placed in confidential destruction bags or bins. This should not be done until the authoriser has signed the form.

**\*Note.** For some files there will be a related system case record on a database such as CareFirst or Uniform. In these cases, it is required to annotate the system case notes to indicate when document files have been destroyed.