

Procedure for Disposal of Information and Records

1. **Information and Records Destruction Form** – This form is used to evidence the destruction of information and records in all formats as per the Appraisal and Disposition Policy for the Council as follows:-
 - Paper – hard copy
 - Hardware disposed of by ICT
 - Electronic data
 - Paper records – scanned to electronic format internally
 2. **Retention Schedules** - Use retention schedules as a guide to support service decisions on disposal of files in all formats. Refer to “SCARRs Retention Schedules available on the Information Management section on the hub.
- PLEASE NOTE: – ENSURE ALL INFORMATION AND RECORDS HELD IS DISPOSED IN ALL FORMATS. IF INFORMATION IS NOT DISPOSED IN ALL FORMATS THIS COULD BREACH THE DATA PROTECTION ACT WHICH MAY RESULT IN A FINANCIAL PENALTY.**
3. **Freedom of Information Request** - Prior to authorisation of destruction ensure there is no outstanding FOI request or queries for these records.
 4. **Long Term Archive Decision Making** – Does your documentation have historical value? If in doubt please contact the archivist for advice. If in doubt about retention period please consult SCARRS Schedules (on HUB) or IM Team if unsure
 5. **Retaining Paper Records** - Some original documents will require to be retained. Examples include any original certificates, documents created by certain groups of clients. These should be included in the Service paper files.
 6. **Authorisation by Manager** - Where destruction of the records is required ensure the “Destruction Authorisation” part of this form is signed off by the Manager.
 7. **Audit Purposes - Destruction Form** - Keep a **copy** of the authorised **Destruction Form** in **your area** for your records.
 8. **Confidential Waste Disposal** - Call EDC approved confidential waste provider to arrange a pick up. At uplift driver should provide a confirmation receipt detailing date / time / quantity uplifted. A **Certificate of Destruction** should be obtained from confidential waste company within 2 – 3 days after uplift **confirming all records uplifted have been disposed of confidentially. It is important a copy of this is obtained as audit evidence of destruction.**

Destruction Authorisation Form **Information and Records in All Formats**

The format of the records noted below are- (tick)

Hardware ☐

Electronic (hard drive pathway)	
Electronic (system/d/base name)	

They are now ready for destruction. All files / data are available for inspection if required. Please email Information and Records web box to arrange a viewing.

[illegible]

Where the records being disposed contain sensitive or personal information they will be disposed via a confidential waste provider. Records that contain non sensitive or personal information will be disposed via EDC recycling (including hardware)

MANAGER'S AUTHORISATION

I confirm that the records noted have been **reviewed** in line with **departmental retention schedules** and the **Scottish Archives Records Retention Schedules (SCARRS)**, and **in line with the archival transfer procedures** and the manual / paper records are now authorised to be destroyed.

I confirm that there is **no outstanding FOI request** or **queries** in relation to these records in progress and that the records can be destroyed.

I confirm that **where the records disposed of are in data format**, the **final date of destruction** will be **3 months** from the **date deleted** from the hard drive / folder due to ICT back up procedures.

Name	
Position	
Department	
Service	
Signature	
Date	

Evidence of Destruction of Records in all Formats (applicable to paper, hardware only)

Date Collected by Provider	Company and Representatives Name	Date confirmed as Destroyed * – Date	IM D/base Updated / By / Date

* See attached destruction certificate as evidence of destruction.