

RECORDS DISPOSITION INSTRUCTIONS

Purpose: These instructions are meant to describe the process and protocols to be followed for destruction of departmental records. Departments should conduct a regular process of record review and dispose of records that do not have to be retained.

Roles:

- The Office of Legal Affairs and Labor Relations (“OLALR”) has responsibility for ensuring compliance with CUNY’s Record Retention Policy (“Policy”). This office signs off on the Certificate of Destruction (“COD”) for records ready to be destroyed and provides guidance and training for departments on the policy. The contact person is Sabina Pringle sabina.pringle@baruch.cuny.edu.
- Each department has a Departmental Records Retention Coordinator (“Coordinator”). The Coordinator is charged with complying with the Policy, including deciding what records are covered by the Policy, how long they must be retained, and arranging for destruction when retention is no longer required.
- Campus Facilities facilitates the destruction process. If records need to be shredded and the task is too large to be done with departmental shredders, Campus Facilities will arrange for an outside vendor to collect the documents to be destroyed. Campus Facilities will not monitor compliance with the Records Retention policy.

Process for Disposal of Records

The Coordinator will determine if departmental records no longer need to be retained and completes a COD. In determining whether a record no longer needs to be retained, the current year must be added to the destruction date calculations. (For example, if the record retention is for 6 years, add the current year + 6 years = 7 years total retention time).

- For records that are not listed on departmental schedule, please contact Sabina Pringle.
- Please note that duplicate records should also be shredded.

Once the COD is completed,

- Scan and email the completed COD to Sabina Pringle at sabina.pringle@baruch.cuny.edu
- Request boxes from Frank Antonucci at Frank.Antonucci@baruch.cuny.edu
- There is no need to remove staples, paper clips, large black clips, binders or Pendaflex folders, etc. from documents (a commercial shredder takes everything as is)
- Seal each box shut with strong packaging tape and attach a copy of the approved COD onto the top of each box
- Clearly label the outside of the boxes using a permanent marker, as follows:
 - **Box number in record series (1 of 4, 2 of 4, etc.), if applicable;**
 - **Department name; and**
 - **Contents of box including type of records, date range, and destruction date.**
- Do not put boxes outside of office so they are not mistaken for trash.
- Once the Certificate of Destruction is approved, contact Frank Antonucci to have the boxes picked up.

Legal Affairs will hold the official copy of the Certificate.