Disposal 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.

How do I store sentenced hard copy information?

Often inactive records that have already been sentenced need to be moved out of the immediate work area to make room for new files.

If you aren’t transferring your sentenced information to Records & Information Management, you need to make sure that your storage area has the following conditions:

- the storage area is clean and free from dust and dirt
- the storage area has a stable temperature
- the storage area does not have water pipes that pose a risk of water damage
- the storage area is secure, kept locked and has restricted access
- the storage area has shelving that allows the records to be stored off the floor

If the storage area doesn’t meet these conditions we recommend that you transfer them to Records & Information Management for storage.

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 Records & Information Management for longer term storage or destruction.

What do I do with information due for destruction?

You will need authorisation before information that is due for destruction can be destroyed as we need to make sure that it isn't needed for business or audit reasons.

To do this, you will need to:

- Enter their details into the Curtin Records and Information System (CRIS),
- Print two copies of the box summary sheet,
- Complete a Records Destruction Request Form and have your Head of Area sign it to confirm that they authorise destruction of the records,
- Submit the completed Records Destruction Request Form plus one copy of the box summary sheet/s to Records & Information Management,
- Place the second box summary sheet in the relevant box.

After submission:

- Upon receipt of the Records Destruction Request Form and box summary sheet/s, Records & Information Management staff will check the details entered into CRIS.
- The destruction request will then be taken through an authorisation process.
• Once approved, you will be contacted to organise a time for Records & Information Management staff to come to your area and label your boxes.
• After the boxes have been labelled, Records & Information Management will organise for the boxes to be collected from you and transferred to Records & Information for secure destruction.

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

What do I do with information not due for destruction yet?

Stored in local area:
• These records usually need to be stored within your area for at least two years after the trigger date. After this time you can seek permission to transfer them to Records & Information Management for longer term storage or destruction.
• Please note that you cannot sign and submit the Records Destruction Request Form to Records & Information Management until the records are actually due to be destroyed.

Once you have submitted a Records Destruction Request Form it is important that you do not add any further documentation to the files. If you do, the disposal trigger date may change and this means that the destruction due date must also change. Make sure you check that the information on your records destruction request is still accurate before submitting it.

Records to be transferred to Records & Information Management for storage

Before you can transfer your sentenced records to Records & Information Management you will need to enter their details into the Curtin Records & Information System (CRIS). If you don’t have access to this system you will need to contact Records & Information Management so that access and a training session can be arranged.

• Once you have received training, you will need to enter the box and record details into the system.
• After you have entered all the relevant details Records & Information Management staff will check the details before approving the transfer.
• You need to retain these records in your area until their transfer has been approved.
• Once approved, you will be contacted to organise a time for Records & Information Management staff to come to your area and label your boxes.
• After the boxes have been labelled Records & Information Management will organise for the boxes to be collected from you and transferred to us for storage.

When the retention period has ended, for these records, Records & Information Management staff will forward a disposal list to your Head of School/Area to confirm that the information is no longer needed. We will also check that there are no outstanding Freedom of Information (FOI) or legal requests for these records. Once their destruction is authorised, Records & Information Management will securely destroy them for you.

What do I do with Archival or Permanent information?

Records identified for permanent retention need to be boxed separately from information that is temporary. Permanent records need to be transferred to Records & Information Management via the CRIS as detailed above. Our staff will then preserve, store and manage these records appropriately.
Need assistance?

If you need access to any records that are in Records & Information Management custody, including archival records, you can request access. See: Retrieving Files from Records & Information Management. Please see the following related procedures:

- What are Disposal Authorities?
- Sentencing Records
- Care and preservation of Records

For more information please visit our website at rim.curtin.edu.au

If you need assistance, please contact us by email at rim@curtin.edu.au