

# CAN YOU SHRED THIS RECORD?

What type of record is this?

**Transient Record.**  
Go for it! Recycle or secure shred.

**Official Record.**  
Have you checked the Carleton University Retention Schedule yet?

**I don't know.**  
Visit [carleton.ca/records](https://carleton.ca/records) for guidance or contact Corporate Archives.

**Yes!** This record is past its retention period AND has no legal holds on it!

**No / I don't know.**  
All official records must meet retention guidelines. The retention schedule is available at [carleton.ca/records](https://carleton.ca/records). If your records are not listed in the retention schedule, you must contact the Corporate Archives.

Have you filled out a destruction certificate with the Corporate Archives?

**Yes!**  
Shred away!

**No.**  
Destruction certificates are available at [carleton.ca/records](https://carleton.ca/records).

**WHEN IN DOUBT,  
DO NOT  
THROW OUT!**

corporate.archives@carleton.ca | 607 Robertson Hall  
613-520-2600 x5097 | [carleton.ca/records](https://carleton.ca/records)



**Carleton**  
University

Corporate Archives