

**INSTRUCTIONS:**

1. This form is for use in registering the destruction of records that have satisfied their retention period as defined in the [Carleton University Retention Schedule](#) (CURS) **OR** transitory records that contain confidential or private information. If you are unsure whether your records should be destroyed, please contact Corporate Records and Archives for guidance.
2. Fill out your contact information as well as the authorization contact for your department in **PART A**.
3. Attach your own records listing (**Excel or Word**) **OR** complete the records listing found in **PART C**. Attach additional pages as needed.
4. If you have any questions or concerns regarding the destruction of records, please contact Corporate Records and Archives at x. 5097.
5. Corporate Records and Archives will confirm receipt of this document and once approved, will keep a copy of the destruction registration for a period of 7 years.
6. Once destruction registration is approved, Corporate Records and Archives will send you a confirmation code and any final instructions needed for shredding.



**RECORDS DESTRUCTION REGISTRATION FORM**

**PART A – DEPARTMENT & AUTHORIZATION**

Department/Office of Responsibility	Contact Name & Title	Contact Email & Phone Number

**Authorization for Destruction:**

I hereby authorize that the records described herein can be securely destroyed, as:

- These records have met their retention periods as established in the *Carleton University Retention Schedule* OR they are transitory records that contain confidential or private information.
- These records are not required for ongoing litigation, FIPPA requests, claims, or other legal holds or audits.
- These records will be destroyed in a manner appropriate for their format and content (e.g. secure shredding for paper records with confidential information).

Destruction Authorized By (name/title):	Contact Email & Phone Number	Date	Signature

**PART B – CORPORATE ARCHIVES REGISTRATION**

<p><b><u>Archives Use Only</u></b>  <b>DESTRUCTION APPROVED BY ARCHIVES:</b></p> <p><b>CONFIRMATION CODE:</b></p> <p><b>Date Received by Archives:</b>  <b>Archivist:</b></p>
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