

Royal Roads Record Destruction Procedure

1. Confirm there are no pending *Freedom of Information* requests or legal discoveries that pertain to the **records** under consideration.
2. If your **records** are **non-official records** and are no longer needed for operations:

Destroy the records - no documentation is necessary and no approval from an authority is necessary.

3. If your **records** are **official records**:
 - a. Consult the *Time Limits for Official Records* and determine the relevant category for your records.
 - b. Confirm that the category recommends destruction and confirm that the records have been kept for the prescribed time length.
 - c. Send an email to the Records Office requesting approval to destroy, and include:
 - The year(s) the records were created.
 - The name of the unit that used the records.
 - The relevant *Time Limits* category.
 - (If paper) A description of the records and an approximate volume.
 - (If electronic) A list of record titles.
 - d. When you have approval to destroy from the Records Office:

Determine if your records contain **Personal Information, Highly Sensitive Personal Information** or **Highly Sensitive Business Information** or internal information which would cast doubt on Royal Road's ability to manage records if found in a public place. Such records must be destroyed in such a way that they cannot be regenerated. If your records are on:

- **Portable devices:** wipe or overwrite the record (delete is not sufficient).
- **Paper:** feed record into a cross-cut shredder or place into a secure shred bin.
- **A Royal Roads system:** Press the delete button. If necessary, also delete records from the recycling bin.

If your records do not contain **Personal Information, Highly Sensitive Personal Information, Highly Sensitive Business Information, or Internal Business Information**:

- Recycle the records.

Definitions

Highly Sensitive Personal Information links a person's name or identifier to their health, misconduct, disability, or psychology information. It also includes information that is commonly exploited by malicious actors to commit identity theft (such as Social Identification Numbers and dates of birth).

Highly Sensitive University Business Information means information relating to solicitor-client privilege, in-camera meetings, complex contracts with institutional reputational risks, recommendations to executive, the monitoring of cybersecurity threats, and confidential business dealings.

Non-official Record means recorded information not needed for university operations. Includes superseded drafts, copies, records used for short-term reference, and records stored by a unit not responsible for the record.

Official Record means recorded information representing the university's decisions and actions; includes initiatives, programs, policies, reviews, audits, rights, and obligations. Excludes superseded drafts, copies, records used for short-term reference, and records stored by a unit not responsible for the record.

Personal Information means "recorded information about an identifiable individual other than contact information that is within the control or custody of the University," and includes all information that the University collects and uses about identifiable members of its staff, students, and other individuals.

Record means any recorded information.