

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

APPENDIX B: Records Destruction Process

1. Confirm that the records identified for destruction have met the required retention period as set out in the HWDSB Records Retention Schedule and that they are not subject to any existing Legal Hold.
2. Complete the Records Destruction Authorization Form ([Appendix C](#)) with the details of the records eligible for destruction.
3. Submit the completed form to the Record Owner (Senior Manager or School Administrator) for approval and sign-off.
4. Scan a copy of the signed Records Destruction Authorization Form to the Privacy and Information Management Officer at privacy@hwdsb.on.ca
5. The Privacy and Information Management Officer will review and if requirements are met, will advise the sender to proceed with the destruction process as follows:
 - for onsite records, dispose of the records in the secure shredding bin at your location.
 - for larger volumes of onsite records, contact the Board's document storage and shredding provider to attend your location for onsite destruction.
 - if the records are stored offsite with our service provider, coordinate with the service provider to pull the boxes authorized for destruction and have them securely shredded.
 - If the boxes at offsite storage need to be reviewed to confirm contents, a room is available onsite at the service provider's storage facility. If this is required, please contact the service provider directly to inquire about availability and to reserve use of the space.
 - For electronic records, please see the note below.
6. Request the certificate(s) of destruction from the service provider and forward, along with the signed Records Destruction Authorization Form(s), to the Privacy and Information Management Officer for long-term retention.

Note: Electronic Records

The retention of electronic records and data residing in HWDSB platforms and applications may be centrally managed, either through a manual or scheduled annual deletion/destruction process, coordinated by the system administrator, and with the authorization of the Record Owner and confirmation from the Privacy and Information Management Officer that requirements are met.

RECORDS AND INFORMATION MANAGEMENT PROCEDURE

For platforms and applications that are not managed centrally, staff will be provided with specific instructions on how to delete any records that have reached their retention, or for transitory records, are no longer needed.

Record Owners are expected to review these records on an annual basis and manage the records in accordance with the HWDSB Records Retention Schedule and Records Destruction Process. A confirmation of destruction shall be forwarded to the Privacy and Information Management Officer.