

Records Disposal

As both a private company, and a publicly funded university, ACU has various legislated records and information management obligations. These obligations extend beyond creating and capturing records, to how long records need to be kept, and how they should be disposed of. Carrying out regular records disposal activities within your business unit or faculty can help:

- reduce storage costs (for both physical and digital records)
- avoid problems associated with managing and storing vast quantities of records
- identify what digital records may need to be migrated to new systems or new storage media
- identify records that may have ongoing or permanent value to ACU and allow for transfer to Records & Information Management Services
- make records easier to find by reducing their volume
- ensure records are destroyed in a routine, transparent and timely way

Identification

The first step in carrying out disposal activities is to understand what records you have, both physical and digital. A basic tool has been developed to help carry out identification exercises;

- Records - Identification & Classification Tool

Disposal Authorisation

After you have carried out identification of the records in your area, and classified them in line with ACU's [Retention and Disposal Schedule](#), you may find that you have a number of record groups that may be disposed of. Before any disposal activities are carried out, you are required to fill out a Records Disposal Authorisation Form which can be accessed via the ACU [intranet](#). For records that may be disposed of via Normal Administrative Practice, please see guideline Records Disposal – Normal Administrative Practice.

Completing the Records Disposal Authorisation Form is an important step as it helps ACU meet its obligations in relation to keeping registers of records that have been destroyed, and ensuring that records are not disposed of prior to the minimum retention period.

Once the form has been completed, please send to rims@acu.edu.au for approval.

Disposal

Once your approval has been received from Records & Information Management Services, you may dispose of your records using the following methods:

- paper records: place in secure document destruction bins
- magnetic media: reformat at least once
- optical media: rewritable disks and other optical media must be destroyed by cutting or crushing