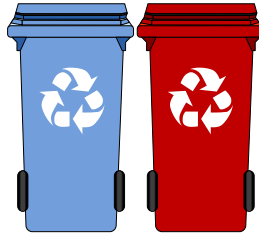




---

## Records Destruction: Recycle Bins & Secure Destruction

---



Capital Works and Facilities supply some office areas with locked confidential destruction bins (red bins) and paper recycle bins (blue bins). Care should be taken to ensure these bins are used appropriately.

There is no guarantee that records placed in the blue bins will be shredded. If these bins are used for disposal of confidential documents, or personal information, this could constitute a breach of the *Privacy and Personal Information Protection Act, 1998 (NSW)* and the *State Records Act, 1998 (NSW)*.

To ensure the bins are used appropriately, and to minimise the risk of illegal destruction of documents, the following rules should be observed:

- Secure destruction bins (red bins) should never be left in public areas unattended.
- Secure destruction bins should not be left unlocked unless supervised.
- The bins should never be used for destruction of registered files (ie in a numbered Western Sydney University file cover).
- General paper for recycling should be placed in the blue recycle bins (this should not include any original documents or sensitive material).
- Duplicate copies and minor drafts and other types of ephemeral records (see next page) can generally be safely placed in the secure destruction bins. The destruction of such records does **not** need to be documented.
- Access to the keys to the secure bins should only be provided to staff who would normally have access to the types of records being placed in the bins.
- The destruction of any original records/documents (exceptions outlined on next page) must be sentenced under an appropriate General Disposal Authority and fully documented on a records destruction form (available on the RAMS website). When completed the form should be sent to Records & Archives Management Services (RAMS).

RAMS coordinates confidential and environmentally appropriate destruction of all registered files and receives a certificate of destruction from the contractor. There is no charge to your unit for these services.

The *State Records Act* allows for the destruction of some records as soon as they are no longer needed for business or administrative purposes. There is no minimum retention period for these records and there is no need to document their destruction. However, care needs to be taken that records containing sensitive or confidential information are destroyed securely and appropriately.

*The table below lists records that can be destroyed at any time without further authorisation*

Destroy without listing or authorisation	Place on relevant file
<p><b>DRAFTS</b> of a routine nature that are:</p> <ul style="list-style-type: none"> <li>• budget documents;</li> <li>• charts;</li> <li>• correspondence;</li> <li>• file notes;</li> <li>• minutes;</li> <li>• reports;</li> <li>• spreadsheets; or</li> <li>• tabulations</li> </ul> <p><b>NOTE:</b> the <b>final</b> version of such documents should be placed on an appropriate file.</p>	<p><b>DRAFTS</b> that:</p> <ul style="list-style-type: none"> <li>• document significant decisions;</li> <li>• contain significant or substantial changes or annotations;</li> <li>• contain significant information that is not contained in the final version;</li> <li>• were circulated for comment;</li> <li>• were an authorised draft (eg approval may be a multi-stage process where a draft is authorised and signed-off at each stage); or</li> <li>• relate to the formulation of policy and procedures, where the draft provides evidence of the processes involved or contains significantly more information than the final version of the record.</li> </ul>
<p><b>COPIES/DUPPLICATES</b> that:</p> <ul style="list-style-type: none"> <li>• are external reference material not acted upon (for example, external annual reports, price lists, trade journals and catalogues);</li> <li>• are committee members' copies of meeting papers;</li> <li>• are copies of documents captured elsewhere in the University; or</li> </ul>	<p><b>COPIES/DUPPLICATES</b> that:</p> <ul style="list-style-type: none"> <li>• contribute to a decision made or action taken within the University;</li> <li>• are copies of outgoing correspondence;</li> <li>• contain significant annotations; or</li> <li>• are sourced from outside the University and form the basis for or contribute towards a</li> </ul>

<ul style="list-style-type: none"> <li>• are internal publications (eg annual reports, brochures, calendars, handbooks, etc).</li> </ul>	<p>decision made or action taken by the University.</p>
<p><b>WORKING PAPERS</b> that are:</p> <ul style="list-style-type: none"> <li>• primarily facilitative and where the retention of the final version of a document is sufficient to meet the recordkeeping requirements of the University, so long as they are not required to be retained in order to account for policies, decisions, reasons and actions or not required to function as evidence</li> <li>• audio recordings of dictated correspondence, conferences and meetings used to prepare correspondence, papers, minutes and transcripts;</li> <li>• calculations, statistics and figures; or</li> <li>• rough notes (including rough notes of meetings and telephone conversations where a formal record has been made).</li> </ul>	<p><b>WORKING PAPERS</b> that:</p> <ul style="list-style-type: none"> <li>• document significant decisions, reasons and actions or contain significant information that is not contained in the final form of the record</li> <li>• are of a project officer or investigative officer where they are the substantive record of the project or investigation (that is, they contain substantial and valuable information not found elsewhere); or</li> <li>• are in an unofficial filing system where a registered file has not been created or kept.</li> </ul>
<p><b>FACILITATIVE INSTRUCTIONS AND MESSAGES</b> of an ephemeral nature and that are only of short term value. For example, those that relate to:</p> <ul style="list-style-type: none"> <li>• correcting typing errors;</li> <li>• file creation or retrieval;</li> <li>• filing a letter;</li> <li>• formatting documents;</li> <li>• arranging dates, times, locations etc of meetings;</li> <li>• internal distribution lists for informational purposes; and</li> <li>• running off duplicates.</li> </ul>	<p><b>FACILITATIVE INSTRUCTIONS AND MESSAGES</b> that:</p> <ul style="list-style-type: none"> <li>• are identified as having continuing value (for example, are part of an actual business transaction itself);</li> <li>• have policy/procedural implications;</li> <li>• are identified as important to the University or business unit.</li> </ul>

[Ref. *Guideline 8: Normal Administrative Practice* (2005), State Records Authority of NSW]