

Procedure for the destruction of paper archive material

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Related to	Instruction for managing paper archives at the VU
Intended for	Employees of faculties and departments that manage documents and archives
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Preface

□ Goals of the procedure

This procedure focuses on the destruction of directly destructible paper archive material. This is material that, according to the Instruction for managing paper archives, can be destroyed immediately, because the retention periods have expired.

The goals of the procedure are:

1. obtaining permission for the destruction of the material.
2. the destruction of the material for which permission for the destruction has been given.
3. to record data about the destruction.

□ Involved employees

Some employees are involved in the execution of the procedure. Their roles and tasks are shown in the table.

Role	<i>Employees of faculties and departments that manage documents and archives</i>	<i>Director of a department or a director of business operations of a faculty</i>	<i>Record manager DMA</i>	<i>Head of DMA</i>
Task	<i>Selects the archive material for storage or destruction under the supervision of the record manager.</i>	<i>Process owner and ultimately responsible for destruction according to policy.</i>	<i>Accompanies the process from valuation of archive to final destruction.</i>	<i>Responsible for carrying out the procedure, must be consulted always.</i>
<i>Destruction of archive documents</i>	R	A	C	C*
R – Responsible – person responsible for the activities A – Accountable – person who is ultimately responsible C – Consulted – person who is asked to provide input				
* In the long term, a growth path is foreseen for the role Informed. Because of the development stage of the archives policy, extra security has been chosen, hence the consulted role.				

Procedure for the destruction of paper archive material

1. Drafting a list of destructible paper records

The employee draws up a list of the material from **collection 1**, the paper material to be destroyed immediately, and supplies the list to the process owner. In many cases, the employee will first submit the list to the section head from whose department the material originates.

This list of destructible paper records mentions:

- a) the archive parts of which the retention period has expired;
- b) the separate files that are not a part of an archive part, and of which the retention period has expired.

and shows:

- the name of each archive part of file;
- the location;
- the record retention schedule to which the work process relates, which generated this archive part;
- the record retention period;
- a brief indication of the contents of the archive part or file;
- the year or period to which the archive part of file relates;
- the year of destruction;
- the size of the archive part or the number of individual files (number of meters).

Archive part / file name	Location <i>rack / closet /shelf</i>	Record retention schedule + Record retention period	Content	Year or period <i>relates to</i>	Destruction year	Size <i>Number of meters</i>

The Record manager advises the employee when handling the retention period schedules and assigning retention periods. The record manager adds to the list the work process the list relates to.

2. Approving the destruction

The process owner assesses the list of the destructible paper archive and can indicate that he wants to exclude certain records from destruction.

In that case, he notes "do not destroy" at the records that need to be excluded, as well as his motive for a longer retention period and a new destruction year. He notes "permanent storage" in case he considers records as heritage of the VU, also provided with a motivation.

Archival material is not destroyed if work that has not yet been completed justifies a longer retention period, or if the material may serve as evidence in an ongoing or future (legal) case, or if the record has a company history- or cultural-historical value.

The process owner sends the list to the head of DMA with the message that he agrees to the destruction of those records that he has not excluded.

If, in the opinion of the head of DMA, the list mentions material that may *possibly* be regarded as heritage of the VU, he then submits the schedule to one or more relevant experts for advice.

3. Deciding to destroy

After agreement on possible questions, the list is definitively established by signing by the head of DMA. The schedule is scanned as a PDF and renamed as a definitive file.

4. Give order to destroy

The head of DMA informs the employees concerned that the archive material that can be destroyed according to the list of destructible paper archives must actually be destroyed. The employees follow the instructions and working methods of the Campus Facility Management (FCO).

The employee who performs the destruction or has it executed, informs the head of DMA that the destruction actually took place.

If the list contains archival material that can't be destroyed and must therefore be retained for a longer period, then the head of DMA initiates a consultation with the employee about the follow-up actions for these records.

Follow-up action can be:

- extending the retention periods of the records by a certain number of years;
- marking the records with the new destruction year.

5. Drafting and archiving Declaration of destruction

After receiving a notice that the destruction has taken place, the DMA of head prepares a declaration of the destruction (Declaration destruction paper records).

He adds the definitive list of the destructible paper archive material to the declaration as an appendix. The head archives the declaration with the appendix in the archive environment of the DMA department.

Appendix 1. Concepts and instruments

□ Concepts

Archive part

Coherent collection of two or more files in an archive, as a result of the same business process.

Destruction year

Year in which the retention period has expired. To be determined by adding the retention period to the start date of the retention period.

Declaration of destruction

Declaration by the head of DMA that the retention period of the destructible records mentioned in the appendix to the statement has expired and that the records have been destroyed with the consent of the owner of the business process for which the records have been received, created and used.

□ Instruments

This procedure for the destruction of paper archival material refers to the following instruments:

1. Instruction for managing paper archives

This instruction provides handles for clearing paper documents and files in cabinets and archive rooms of the faculties and services. The instructions outlines the activities that are necessary for this.

2. Declaration of the destruction of paper records

Declaration by the head of DMA that the retention periods of the paper archival material mentioned in the appendix to the declaration have expired, and that the records have been destroyed with the consent of the owner of the business process for which the record have been received, created and used.
