Quick review of steps to follow Please print on the back of your Certificate of Destruction for your easy reference

1. Your **Departmental Schedule** and **Administrative Schedule** will enable you to quickly locate the retention periods for the records that are kept in your department.

   NOTE: The Administrative Schedule covers the administrative records that are most commonly found across all departments at your College. You may not have every item listed on the Administrative Schedule and do not have to create records where no records currently exist. **Remember that the retention period is the designated number of years _plus_ the current year.**

2. Determine whether or not the records need to be retained for permanent retention
   * records pre 1910
   * litigation holds, anything subject to any ongoing or threatened legal actions
   * historically signficant papers

   Please check the CUNY Schedule column on your department schedule for a full list of exceptions and regulations for keeping these documents.

3. Sort your documents into:
   * to be archived within the department
   * to be archived outside (for example in the library)
   * to be destroyed.

   Those marked for retention must have the expiration date and contents clearly marked on the outside of the box so they don't have to be re-opened when the time comes to shred them.

4. For security reasons, documents containing any of the following must be shredded:
   * Social Security numbers
   * Drivers Licenses or other government-issued identification
   * Credit card, bank account and other financially related numbers,
   * Userids with passwords
   * Student records (including grades, GPAs, roster information, etc)
   * Health records

5. These documents must be securely boxed with a _copy_ of the Certificate of Destruction securely attached. The _original_ Certificate of Destruction should be delivered to NAC 4/225 attention Vern Ballard, Information Security office. The form is to be filled out by _you_. Not the shredding company.

6. When you have finished the sorting and boxing, please email ITdisposal@ccny.cuny.edu or call x 7008 to make arrangements for pick up and/or access to the document storage area.

7. Please inform ITdisposal if this process frees up any file cabinets.

8. If students or non-college personnel will be accessing the files, please also fill in the Non Public University Data Access Waiver

9. Please fill out one Certificate of Destruction form for each box, loosely describing the contents of each box. For example, if the contents cover a certain time period or if they are arranged A-Z ("Student Master Files, A-D" of "Student Master Files 1/1/2004-1/1/2006")

10. Once your form has been completed by the Supervisor, please:

    * Email the completed form to ITdisposal@ccny.cuny.edu
    * Attach copies of the form to each box
    * Return the documents to us to be shredded

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