

APPROVAL FOR DISPOSAL OF PERSONNEL RECORDS

Before any Personnel Records are destroyed, they must be recorded on this form and approval obtained from the Deputy Secretary - Corporate Services. Records are only to be destroyed where they have reached the end of their retention period, as specified in Schedule 23.1: Personnel Records Retention and Disposal Schedule. The process for disposing of records is:

1. *This form is to be completed by the HR or a Registry Officer*
2. *Submit the completed form to the HR Manager and Registry Supervisor for checking*
3. *Form is then submitted to the Deputy Secretary - Corporate Services for approval*
4. *Approved form is returned to the Registry Supervisor*
5. *Registry Supervisor is to arrange disposal in accordance with approved destruction methods and will supervise destruction*
6. *Retain this approved record on the Registry File for records disposal*

| Records Reference Code | Description of Specific Records | Reason for Disposal |
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| Supervisor Registry certification: I have checked the above records and verify that they are accurate and consistent with retention periods specified in Schedule 23.1 Name: _____ /_____/_____ Signature: _____ | Deputy Secretary - Corporate Services approval: I approve the disposal of the above records based on a recommendation from the Supervisor Registry and in accordance with General Order 23. Name: _____ /_____/_____ Signature: _____ | Verification of Disposal: I certify that I watched the destruction of the above records by BURNING / SHREDDING on ____/____/____ at _____ Name: _____ Signature: _____ |
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