

DISPOSITION

Effective records management includes the timely disposition and documentation of obsolete records. There are currently five (5) general disposition options:

- **Destroy – Secured:** Record series which contain “Private” or “Restricted” information, as defined in Ohio State’s Institutional Data Policy (<https://go.osu.edu/idp>) **must be** destroyed in a secure manner such as incineration, maceration, shredding (most common method), pulping, or secure electronic destruction. Secure destruction is recommended but not required for information identified as “Internal”.
- **Destroy:** Record series which contain no restricted information may be put in the trash, recycled, or fully deleted. The secure destruction methods above may also be used.
- **Permanent within Department or Unit:** Records series with a demonstrated legal or administrative need to a particular unit will be maintained permanently within the unit.
- **Archival Review:** Record series with selective content that may be of value to University Archives in documenting Ohio State’s history, and should be submitted to the University Archives for review. (Records sent to the Archives should not be included on a Certificate of Records Destruction. The transfer will be noted on Archives documentation.)
- **University Archives:** Records series that have significant value in documenting Ohio State’s history must be transferred to the University Archives. Please follow the procedures detailed at: <https://library.osu.edu/osu-records-management/transfers>. (Records sent to the Archives should not be included on a Certificate of Records Destruction. The transfer will be noted on Archives documentation.)

Before actually disposing of the records (including deletion of electronic records or authorizing offsite storage vendors), the Ohio State unit should complete and forward a Certificate of Records Destruction (CRD) (go.osu.edu/crd) to University Records Management for review and approval. Units are strongly encouraged to conduct records purges on a routine basis, at a minimum of annually.

CRDs are not required if:

- The retention period is listed as *transient*
- The records are saved to a different format (such as paper to electronic) as part of a unit’s routine workflow

Note: Any records under a preservation notice, litigation hold, reasonably anticipated litigation, or in open public records requests should not be destroyed until the issue is resolved.