

Instructions for the Notice of Destruction

Before Destruction

1. Complete Sections A, B and C. All fields and columns are required.
NOTE: Date format is always YYYYMMDD
2. Affix this Notice of Destruction (NOD) to the records or inside boxed files.

After Destruction

1. Complete Section D.
2. Return completed NOD to the Privacy Officer.
NOTE: Completed forms are filed in Laserfiche A11.

For more information, refer to #2005-001 Records Destruction Policy or contact the Privacy Officer/RM Team.

A) Records Identification

Office of Responsibility:

Location of Records Centre:

Records are: Filed in Laserfiche Convenience Copies or Duplicates Original Records

B) Records Information

Is there a supplementary list of records attached to this NOD? Yes No

Individual Record (Description of Files, format, medium etc.)	Box #	TOMRMS Classification	Date of Record YYYYMMDD	Eligible Disposition Date YYYYMMDD

C) Authorization to Execute Destruction

Authority	Name	Authorized Signature	Date YYYYMMDD
Reviewed By			
Department Head			

D) Destruction Record

Method of Destruction	Date of Destruction YYYYMMDD	Destruction Performed by Company or Means	Supervised by Name	Supervised by Signature
<input type="checkbox"/> Shred <input type="checkbox"/> Recycle <input type="checkbox"/> Expunge				