The following checklist is recommended for departments disposing of university records:

1. **Check Eligibility**
   a. Consult the [Record Retention Schedule](#) to see if record retention period has expired.
   b. Determine if documents meet criteria for archiving per the [University Archives website](#). If not necessary to retain or archive, determine the appropriate method for disposing of the record.

2. **Decide on Type of Disposal**
   a. Determine if documents contain private or confidential information. See [Examples of Public, Private, and Confidential Information](#). The means of disposition depends on whether the information is public or private.

3. **Dispose of information appropriately**
   a. See [Destruction of University Records Procedures](#).

**Notes:**
- Financial Affairs has established shredding vendors through [University Contracts](#).
- [Facilities Management](#) will recycle both confidential and non-confidential materials according to the procedure outlined on its website.