University of Alabama at Birmingham
Disposing of University Records Recommended Check List
September 30, 2013

Related Policy
Records Retention Policy

Related Resources
Destruction of University Records Procedures
Examples of Public, Private, and Confidential Information
Records Retention Schedule

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.

All paper shredding and recycling vendors are required to complete a UAB-approved Business Associate agreement to comply with HIPAA regulations.