

CITY OF WINNIPEG ARCHIVES & RECORDS CONTROL

INSTRUCTIONS FOR DESTROYING CITY RECORDS

PLEASE NOTE: These instructions concern the **confidential, secure and systematic** destruction of **City records**. The routine bulk shredding of waste paper collected in office receptacles is a separate process.

1 > Getting Started

Note: Before preparing records for destruction, first contact your departmental records manager or Archives & Records Control.

Before preparing for records destruction, ensure that you have the necessary supplies:

- A copy of the current [Records Management By-law No. 86/2010 \(pdf\)](#). This by-law provides the legal authority to dispose of City records either by destruction or by transfer to the City Archives for permanent storage as archives.
- [Records Destruction List \(pdf\)](#). This is the standard form for recording the destruction of City records. Add your office's contact information to the form before it is used.
- A sufficient supply of records storage boxes. Standard boxes can be obtained from Stores Branch, Public Works Department (986-2139) but for purposes of destruction it is acceptable to use any type of box available as long as it is sturdy and can be secured properly. All City records that are to be destroyed off-site must be in boxes that are properly sealed and labeled. If you are not using standard City of Winnipeg labeled storage boxes, use the City of Winnipeg [Records Box Destruction Box Label Template \(pdf\)](#). Customize the label by adding contact information for your particular branch or office. For destruction purposes, it is sufficient to tape a photocopy of the template onto each box. For a sample of a complete label, see [Sample Destruction Label \(pdf\)](#).
- Tape Gun and Black Permanent Marker

2 > Preparing Records for Destruction

Records must be grouped for destruction by their classification and disposal date.

- **Assign Records Classifications and retention periods**

To determine the records classification and retention period, consult the **Records Classification Schedules** attached to the [Records Management By-law](#). If you are uncertain about which Record Classification to use, consult your departmental records coordinator or [Archives & Records Control](#).

- **Calculate Disposal Date**

The Disposal Date is the date on which the records in this transfer can be legally destroyed. In most cases, the Disposal Date will be January 1st of the first year after the retention period has expired. To calculate the Disposal Date, add the retention period to the latest year of the records. You now have the last year of the records' retention period. The Disposal Date will be January 1 of the following year. For example:

Record Classification:

2.03 Accounts Payable/Receivable (Schedule B)

Retention Period: 6 years

Latest year of accounts = 1999

Retention Period + 6 years

End of Retention Period = 2005

Disposal Date is Jan 1, 2006

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Please note that [By-law 86/2010](#) does not require you to destroy records as soon as the listed retention period has expired. The retention periods in the By-law schedules are only **minimum requirements**.

3> Boxing Records for Destruction

- Each box should only contain records with the same Record Classification and disposal date.
- Record the department name and the by-law classification number and name on each box label. Use only black permanent marker for recording information on boxes.
- Ensure that the boxes do not contain materials or items that cannot be shredded. The following is a partial list of items that **can** be accepted by the shredder:

- Computer Paper
- Gummed Labels
- Metal fasteners such as staples, binder clips, acco fasteners and paper clips
- Rubber Bands
- Blue Prints
- Glossy Wax Paper
- Fax Paper
- Envelopes
- Post It Notes
- Brochures
- Report Covers
- Stationary
- Carbon Paper
- Newspaper
- Three-Ring Binders

The following items **cannot** be shredded and will have to be disposed of separately:

- Cardboard (large amounts)
- Plastics
- Glass
- Garbage

Note: Allmove will destroy A/V and computer records (disks and diskettes, audio and videotapes, CDs and DVDs) under a separate process at a rate of \$0.80 per pound.

For more information about what can and cannot be placed in records boxes sent for destruction, contact Allmove customer information at (204) 633-6889.

- Make sure that all boxes are securely sealed.
- Do not write additional information about the contents on the outside of the box.

4 > Filling Out Departmental Records Destruction List

- It is vital that every City department maintain a permanent record of all City records that are destroyed under its authorization. This record should include the contents, date range, by-law classifications and disposal date of all the boxes that are destroyed on a particular date. Departments should use the [Records Destruction List \(pdf\)](#)
- On your electronic copy of the Destruction List, add your office's contact information to the top portion of the form.

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- Fill out the form as follows:

HEADER FIELDS

Department & Division/Branch/Office – The Department and Division/Branch/Office that is taking responsibility for the destruction of the records.

Record Schedule Classification No. & Record Schedule Classification Name: The Classification No. and Name from [By-law 86/2010](#) under which the records are being destroyed.

Retention & Disposition: Tick off the appropriate boxes to indicate which Schedule from the By-law is being used to dispose of the records and the number of years that the records must be kept before they can be destroyed.

Disposal Date: Enter the Disposal Date as calculated above.

Pickup Date: The actual date that the records are picked up and transported away for off-site shredding.

Disposition Number: For tracking purposes, assign a unique number to each group of records sent away for destruction. For example, the first destruction of 2009 could be numbered 20091, the second 20092 and so on.

BOX CONTENT FIELDS

Temporary Box No.: This is the number that you assign to each box (or other unit) to be shipped. The number is marked on the box label and entered on the Destruction List in this field. Make sure that each box in a shipment has a unique number so that the shredding provider can easily reconcile the boxes against the destruction list.

Dates (Years): For each numbered box, enter the earliest and latest year of the records in the "FROM" and "TO" fields.

Box Contents: Enter in the range of records in each box.

e.g. *First and last file titles (Allied Manufacturing – Zenith Distributors)*
A range of the alphabet (A-F) for case files
A range of file numbers (100.0 – 165.15)

VERIFICATION FIELDS

Transferring Officer signature and contact information – The transferring officer (the person responsible for preparing the records and the Destruction List) must complete this field to indicate that the information provided is accurate.

Authorized By signature and contact information – Every destruction must be authorized by the manager in charge of the records. The authorizing manager must sign here and indicate his or her position within the department.

- Once the Destruction List has been filled out, record the Disposition Number on each box that is to be shredded.

6> Arranging for Destruction of Records

- Contact the Customer Service Department of Allmove, the City's contractual shredding provider, at 633-6889. You have the option of requesting either on-site or off-site shredding. For on-site shredding, Allmove will send a mobile shredding truck to your office. For off-site shredding, Allmove will pick up your records boxes and shred them later at their facility. Due to optical and environmental concerns, we recommend that the off-site shredding option be used when destroying more than 100 boxes at one time. This is a recommendation only; it is at the discretion of the department/division whether to shred quantities greater than 100 boxes on-site. According to its contract, Allmove charges \$3.00 a box for this service with a minimum charge of \$35.00.

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7> Certificate of Destruction

- Regardless of whether you choose off-site or on-site shredding, it is essential that you obtain proper documentation of the destruction. Whenever you request Allmove's records destruction services, you must provide them with the Records Destruction Lists for all the boxes being destroyed. Allmove is contractually required to provide a Certificate of Destruction for each List within five business days of the event. Each Certificate must confirm that the boxes on the attached List have been destroyed; it must also contain the date, time and method of destruction as well as the signature of the operator. All records of destruction are archival according to [Records Management By-law 86/2010](#) and must be retained permanently. It is up to each department to ensure that its destruction records are properly filed and stored in a readily accessible location.