



WORK INSTRUCTION	WI – QMS – 01 / Revision No. 00	Prepared by:	Approved by:
DISPOSAL METHODS	Manual Issuance No. 0	<i>Maria</i> Document Controller	<i>QMR</i> QMR
	August 16, 2014		
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1. OBJECTIVE	To implement a standard procedure that will ensure proper disposal of documents and records.
2. SCOPE	Applicable to all departments
3. PROCEDURE DETAILS	

1.0 Disposal Methods

The method which you use to dispose of records will depend upon the sensitivity / security level of the record. If it is a medium or high level category of record the destruction method should be irreversible: in other words, there is no reasonable risk that it can be recovered again.

Your risk assessment should apply the following criteria:

- How serious would the consequences of unauthorized access to a record be?
- Would it lead to some commercial or competitive disadvantage to the university or an individual?
- Would it lead to some loss of reputation of the university or an individual?
- How expensive will the disposal method that you have chosen be, in terms of time, and cost?
- What level of security was applied to the record during its lifetime?

Your disposal method may also depend upon the format or medium of the record. Recycling should be used when possible.

Taking into account these issues, the most appropriate method of disposal should be chosen.

1.1.1 Destruction by Shredding

Records which are in paper format and which are of medium or high level may be shredded. If the sensitivity level is high you may want to do the work yourself within your own unit, or oversee it.

1.1.2 Cutting, Crushing, or Physical Destruction

Records kept in portable media including CDs and disks, and optical media including video, film, or microform, may be cut, crushed or physically destroyed. If the sensitivity level is high you may want to do the work yourself within your own unit, or oversee it. Rewriteable media could be reformatted for re-use.



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1.1.3 Deletion of Electronic Data

It is the case that if you delete a document from your computer, it is not deleted completely. If the record is of a medium or high level of sensitivity, you may wish to ensure that it is deleted completely. You should empty your recycle bins and deleted items folders, both on e-mail and on your pcs, regularly. It is possible that a document may still remain on disk in hidden form. Bear in mind that a document if backed up will remain on the backup for a specified period of time. Documents which are backed up to server are then the responsibility of ICT, and will be deleted or overwritten after a specified period of time.

Computers which are passed on within the university, should be reformatted or overwritten to ensure permanent deletion of any data held on them. If disposed of outside the university this should be done by an outside contractor.

1.1.4 Outside Contractors Used for Disposal

You may wish to use an outside contractor to dispose of records, which they may do by shredding, pulping or disintegrating. You should use contractors as recommended by Procurement, but in any case contractors should:

- be registered under the Data Protection Act 1998
- provide sealable bags or containers if you are to collect records locally over a period of time with final collection by the contractor at a specific time or when collection units are full
- be able to provide a fully documented audit trail of your consignment from initial receipt until its final destination e.g. pulping
- hold valid Environmental Agency Licences for the transport and management of waste appropriate to your disposal needs
- have lockable, sealed, and alarmed vehicles if left unattended
- ensure that destruction takes place within a short period of time after the instruction
- provide a written contract
- provide a certificate of destruction.



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1.1.5 Low Level Disposal

It may be that low level records do not need to be destroyed. They can simply be put in the rubbish for collection, or into the recycling bin.

1.1.6 Disposal by Transfer

You may sometimes transfer your records to another place, either within or outside the university. You should follow all necessary security precautions, depending upon the level of sensitivity of the records, when doing this. If records are sent to storage or archive, they should be appropriately packaged and labelled.