PLEASE NOTE: For full details on Records disposal obligations please refer to UQ PPL (Refer below Ref #01)

**Analysis**

- Read the PPL on destruction of records (Ref #01)
- Collection of Physical Records documented into a worksheet (Ref #02)
- Assess retention requirements with retention & disposal schedules. (Ref #03)
- Consult with RMAS if required.

**Extract Permanent Records**

- Permanent Value
- Sort
- UQ Process MAP
- RMAS
- KEY
- #01: UQ PPL – Destruction of Records Procedure
- #02: TEMPLATE – Worksheet Destruction Log and Approvals

**Sort & Prepare Temporary Records**

- Cannot be destroyed
- Convert worksheet to become the destruction log for review & approvals process (Ref #02)
- Review not eligible records
- YES Disposal Eligible
- NO Not Eligible
- Contact RMAS to discuss storage options
- Document & organise into like for like categories
- PAPER DOCUMENTS NOW POTENTIALLY ELIGIBLE FOR DISPOSAL
- Scan using local or Bulk Scan facility
- End
- Register into TRIM
- Digital version available through TRIM
- End

**Destruction Process**

- Collection of Potential Eligible Records
- Org Unit QA of Destruction Log data
- Obtain endorsements for destruction eligibility (Refer #01)
- Send for Destruction Approval as per PPL Destruction of Records Key #01
- End
- Liaise with RMAS re reasons non-approval; discuss ongoing storage options
- Register into TRIM
- Include notes with disposal options
- End
- Send destruction certificate if third party disposal.

**RMAS**

- QA and Checks e.g. Approvals, Destruction Date, Certificate (if applicable)
- Capture Destruction non-approval communication, storage decisions & QA data in TRIM
- End

**Organisational Unit**

- PERMANENT VALUE
- Scan - NO
- TEMPORARY
- Sort
- SCAN - YES
- Paper
- Organise into approved Archive Boxes in accordance with RMAS procedure – like records with like
- Update/Organise Worksheet - isolate Permanent Collection
- Label Archive Boxes with TRIM reference/barcode (Contact RMAS)
- Contact UQ Mailroom to arrange delivery to RMAS Warehouse (Bldg 99)
- Calculate retention requirements (date eligible), RMAS provide advice.
- Worksheets – isolate Temporary Records
- Organise transfer to UQ Archives
- HISTORICAL & LIBRARY ARCHIVE ELIGIBLE – YES
- End
- Not Permanent. Update retention details
- Net Permanent. Update worksheet.
- QA worksheets, boxes, contents and TRIM Data
- Advise Organisational Unit. Send through updated worksheet.
- Confirm
- YES PERMANENT
- Consult with UQ Library Archives if appropriate

**Notes**

- Contains all the necessary steps for the destruction of physical paper records, including reading the PPL, assessing retention requirements, sorting permanent and temporary records, and the destruction process. The diagram outlines the steps from the initial collection of records to the final destruction, ensuring compliance with university policies.

**Contact Information**

- Email: UQCentralRecords@uq.edu.au
- Phone: 336 52878

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