|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **DISPOSAL OF RECORDS CONTAINING PERSONAL DATA** | | | | | | |
| **Department:** |  | | | | | |
| **Name:** |  | | **Email:** |  | | |
| **Telephone:** |  | | |
| **Record title:** |  | | | | | |
| **Record format:** |  | | | | | |
| **Approximate number of records:** |  | | | | | |
| **Reason for disposal:** |  | | | | | |
| **Method of disposal:** (tick as appropriate) | **Destruction:** | |  | **Transferred to Archives:** | |  |
| **Method of destruction:**  (if applicable) |  | | | | | |
| **Due date for destruction:** |  | **Date of disposal:** | | |  | |
| **\*Authority:** | **I certify that no HOLD has been placed on these OFFICIAL RECORDS containing personal data due to any establishment, exercise or defence of legal claims.** | | | | | |
| **Signature:** | | | | | |

\* The destruction of records containing personal data should be approved by the record owner.