|  |
| --- |
| **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.