

University Archives and Records Management Requirements for Disposal of Records

The University Archives will gladly assist your department in the proper disposal of its records, providing that they meet certain requirements. The records must:

- * Be covered by approved retention schedules
- * Meet the requirements of the above schedules for disposal
- * Receive destruction approval from the University Archivist *before* destruction occurs
- * Be transferred to the records facility by your department in *sealed* boxes

Records destruction is performed by the South Carolina Department of Corrections Recycling Center. The SCDC Recycling Center provides secure pickup, shredding, and recycling services free of charge to numerous state agencies, including the Department of Revenue and the entire Capitol complex. Confidential records receive shredding priority. Your department is not required to sort materials prior to pickup. Records may be picked up at your department for shredding by the SCDC Recycling Center *providing that the University Archivist has approved the records for destruction.*

Deliveries to the records facility are scheduled **ONLY** on Wednesday afternoons.

Please contact Elizabeth West at 777-5158 for further information.