Destruction and offsite storage of physical records

1. Purpose

1.1 This document sets out The London School of Economics and Political Science ("the School's") procedure relating to the destruction and offsite storage of paper records.

1.2 If you have any questions relating to this policy please contact the School's Records Manager Rachael Maguire r.e.maguire@lse.ac.uk or via glpd.info.rights@lse.ac.uk.

2. Background to this Procedure

2.1 The School has a secondary storage service which is currently contracted to Restore Records Management. In order to manage costs of storing records with Restore, boxes should be securely destroyed when the files, documents and/or other physical items in them have reached their destruction date.

2.2 This procedure sets out the process by which staff should decide and indicate destruction or review dates for boxes. It also sets out the process to follow when the boxes become due for destruction or review.

2.3 The porters offer a confidential physical waste service on the campus. Confidential files, documents and other physical storage requiring immediate destruction can be placed in the white sacks provided by the porters, who will collect the sacks and arrange for the School's confidential waste provider to destroy them. Confidential waste sacks pending pick up by the porters should be left in lockable rooms or cupboards which are not easily accessible by third parties. Secure bins can also be ordered from Restore if large amounts of paper records are being destroyed.

2.4 Staff uncertain as to whether physical waste is confidential or not should check the Information Security Information Classification scheme http://www2.lse.ac.uk/intranet/LSEServices/policies/pdfs/school/infSecStaIT.pdf. Non confidential waste can go into the normal recycling bins.

2.5   Any physical records for example CDs should be physically destroyed by cutting up. To avoid sharp edges causing injury to the porters or other waste collectors, ensure that any waste bags with cut up CDs etc are marked as such.

2.6   Some of the School's records will have archival value and can be kept permanently. The LSE Archives will advise on which records to send to the School's Archives. They can be contacted via Document@lse.ac.uk.

3.   Processing records for secondary storage

3.1   Staff should use the sample box listing in Annex A as a template for listing files and documents being placed in boxes. Each file must have a Destruction Date, and each box of files must have a barcode and Consignment Number. Excel spreadsheets are the preferred document type for the box listings.

3.2   Staff should contact the Information and Records Manager when they decide to send physical records to secondary storage. The Information and Records Manager will send out the number of barcode labels staff require. More can be requested if required. Staff can either keep or return spare barcode labels to the Information and Records Manager depending on how likely they are to use them.

3.3   Consignment numbers can be issued by the Information and Records Manager. Consignment numbers should be used as the basis for box numbers except where service areas/departments/centres have their own box numbering system.

3.4   No boxes will be transferred to offsite storage without a box listing that includes a destruction/review date for each box.

3.5   Any physical records that are not paper should be clearly labelled as such.

4.   Determining destruction or review dates

4.1   The destruction/review date should be based on the file/document with the most recent date.

Example: if three files in a box were closed on 2/7/09, 31/11/11 and 30/6/10, the file with the most recent closed date is 31/11/11.

4.2   The School's retention schedule should be used to determine how long a box should be kept.

Example: if the files in the box are original financial documents and the most recent closed date is 31/11/11, then the box destruction date becomes 31/11/18.

4.3   Staff uncertain as to which part of the retention schedule to apply should contact the Information and Records Manager for advice.

4.4   Staff must indicate whether a box is be destroyed or reviewed.

5.   Destruction of boxes that reach their destruction/review date

5.1   The Records Management team will do a monthly check of any boxes that have reached their due for destruction/review date in that month. It will contact the Consignment Owner to let him/her know which of their boxes are due for destruction/review. They will be asked to respond

within three weeks of notification.Boxes that have been approved for destruction will be listed and the list sent to Restore, who will provide a work order for signing. This will be checked against the original list and if no changes are required, the work order will be signed and returned to Restore.

5.2   Once the destruction has occurred, Restore will provide the School with a destruction certificate. The Information and Records Manager will keep the original.

5.3   Where boxes still need to be kept for a further time period, consignment owners must give a new date for destruction or review.

5.4   Where consignment owners do not respond, a first reminder will be sent asking for a response within a further three weeks. If the box was indicated as 'Destroy', no response by the end of those three weeks will see the box added to a list for destruction. A second reminder with the Departmental Manager/Head of Service copied in will be sent for boxes marked for review allowing up to three months from the original notification for staff to respond with either approval for destruction or a new review date. If at the end of that three months no response has been received, the box will be added to a list for destruction.

6.   Information and Records Manager Details

Rachael Maguire, 020 7849 4622 r.e.maguire@lse.ac.uk Or email:

glpd.info.rights@lse.ac.uk

Annex A – Sample box listing

Box number	Barcode	File name	Date created	Date Closed	Where	Destruction/Review date	Destroy/Review
e.g. 77-001	11223344	e.g. Health & Safety Assistant	01/06/2005	31/7/2006	HR Dead Registry	31/01/2007	Destroy

Where:

- Box number is [Consignment number]-001, which is iterated up until the final box. So you a consignment of four boxes, the last one should be [Consignment number]-004. If you have more than one file in a box, list it separately and repeat the box number for each file in the box.
- Barcode is the number on the barcode labels provided by Restore. List this next to the box number repeating as required.
- File name is the name of the file or description of a collection of documents e.g. Invoices 2011-12
- Date created is the date of the earliest document on the file or in the collection of documents. Preferred date format is ddmmyyyy.
- Date closed is the date of the most recent document on the file or in the collection of documents OR if this is not available the date the file or collection of documents was boxed. Preferred date format is ddmmyyyy.
- Where is the location within the School where the boxes are currently stored.
- Destruction/Review date is the date the box is due for destruction or review. It should be repeated for each file in the box. Preferred date format is ddmmyyyy.
- Destroy/Review indicates where a box should be destroyed or reviewed with the Destruction/Review date is due. It should be repeated for each file in the box.

Review schedule

Review interval	Next review due by	Next review start
5 years	April 2028	March 2028

Version history

Version	Date	Approved by	Notes
1.1	10/4/2018	Rachael Maguire	Minor update based on change of contractor name.
1.2	18/4/2023	Rachael Maguire	Minor updates

Links

Reference	Link
Information Asset and Records Management Policy	https://info.lse.ac.uk/staff/services/Policies-and-procedures/Assets/Documents/recManPol.pdf

Contacts

Position	Name	Email	Notes
Records Manager	Rachael Maguire	r.e.maguire@lse.ac.uk	Author

Communications and Training

Will this document be publicised through Internal Communications?	**TBC**
Will training needs arise from this policy	**TBC**
If Yes, please give details	