

SOP: Disposal Methods for Confidential and Non-Confidential Records

1. Purpose

To outline the proper disposal methods for confidential and non-confidential records, ensuring the secure handling and destruction of sensitive information, compliance with data protection regulations, and prevention of unauthorized access.

2. Scope

This SOP applies to all employees and contractors responsible for managing, handling, and disposing of physical and electronic records within the organization.

3. Definitions

- **Confidential Records:** Documents containing sensitive information, including personal data, financial information, legal documents, employee records, or proprietary information, which require secure disposal.
- **Non-Confidential Records:** Documents that do not contain sensitive or protected information and present minimal risk if disclosed.

4. Responsibilities

- Staff: Identify, segregate, and prepare records for disposal.
- Records Manager/Data Protection Officer: Approve disposal lists and methods, oversee secure destruction, and maintain documentation.

5. Procedure

5.1 Identification and Classification

- Review records to determine if they are confidential or non-confidential based on content and regulatory requirements.
- Clearly label records as "Confidential" or "Non-Confidential" prior to disposal.

5.2 Approved Disposal Methods

Record Type	Physical Records	Electronic Records
Confidential	<ul style="list-style-type: none">• Shredding using cross-cut or micro-cut shredders• Incineration by authorized vendors• Secure locked bins until destruction	<ul style="list-style-type: none">• Permanent deletion using approved software• Overwriting/hard drive wiping• Physical destruction of storage devices (e.g., crushing, degaussing)
Non-Confidential	<ul style="list-style-type: none">• Standard recycling• Disposal in regular waste bins (per local policy)	<ul style="list-style-type: none">• Permanent deletion from systems• Formatting of storage devices

5.3 Compliance and Documentation

- Ensure all disposal methods comply with applicable data protection regulations (e.g., GDPR, HIPAA).
- Maintain a Disposal Log detailing:
 - Date of disposal
 - Record types and classification
 - Method of destruction

- Name of responsible personnel and, if applicable, vendor certificates
- Conduct regular audits to confirm compliance and effectiveness.

6. Revision and Review

- This SOP will be reviewed annually or following any significant change in regulations or organizational policy.