

SOP Template: Documentation Requirements for Record Destruction

This SOP details the **documentation requirements for record destruction**, including criteria for identifying records eligible for destruction, necessary approvals and authorizations, methods of secure record disposal, and maintaining accurate destruction logs. The purpose is to ensure compliance with regulatory standards, protect sensitive information, and provide a clear audit trail for all destroyed records within the organization.

1. Purpose

To establish standardized documentation processes for the secure, authorized, and compliant destruction of organizational records.

2. Scope

This SOP applies to all departments and personnel involved with the management and destruction of physical and electronic records.

3. Responsibilities

- **Records Manager:** Oversees and verifies the destruction process and documentation.
- **Department Heads:** Authorize record destruction requests.
- **Employees:** Identify records for destruction in accordance with retention schedules.

4. Documentation Requirements

1. **Criteria for Identifying Records**
 - Records scheduled for destruction per retention policy.
 - Records reviewed and confirmed as eligible.
2. **Approvals and Authorizations**
 - Destruction Request Form completed for each batch.
 - Signed authorization from Department Head and/or Records Manager.
3. **Secure Record Disposal Methods**
 - Details of destruction method (e.g., shredding, incineration, digital wiping, degaussing).
 - Engagement of certified third-party vendors, if applicable.
4. **Destruction Logs**
 - Date of destruction.
 - List or description of records destroyed (type, date range, volume).
 - Names and signatures of personnel present.
 - Method of destruction used.
 - Reference IDs for retention and destruction request forms.

5. Audit Trail and Compliance

- Maintain all destruction documentation and logs for a minimum of 5 years.
- Make all records available for internal or external audits as required.
- Ensure adherence to applicable legal, regulatory, and contractual requirements regarding record destruction.

6. Record Destruction Log Template

Date of Destruction	Records Description/ID	Retention Schedule Reference	Destruction Method	Authorized By	Personnel Present	Vendor (if applicable)	Comments
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YYYY-MM-DD	Example: Finance FY2017 invoices	FIN-7.1	Shredding	J. Doe, Records Manager	A. Smith, B. Lee	SecureShred Inc.	Certificate attached
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7. References

- Organization Record Retention Policy
- Applicable Legal/Regulatory Requirements
- Approved Vendor List

8. Revision History

Version	Date	Description of Change	Reviewed/Approved By
1.0	YYYY-MM-DD	Initial SOP release	Records Manager