

## Appendix 1: Checklist for Records Destruction

### Before Destruction

<i>Question</i>	<i>Yes</i>	<i>No</i>	<i>Unsure</i>	<i>Comments</i>
Are the records authorised for destruction under a relevant and current RDA, SIDA or NAP?				
Are the records no longer in use?				
Has it been ascertained that the records are not the subject of current or pending litigation, FOI requests or a disposal freeze?				
Has internal authorisation been obtained and documented?				
Do the records have specific security requirements? (If yes, has the appropriate method of destruction been selected?)				

### After Destruction

<i>Question</i>	<i>Yes</i>	<i>No</i>	<i>Unsure</i>	<i>Comments</i>
Has a certificate of destruction been produced?				
Was an appropriate method of destruction used?				
Has the destruction register been updated?				