

RECORDS INFORMATION

2. Are you the primary or secondary office for these records?

[www.uvic.ca/dor](http://www.uvic.ca/dor) will specify the primary office(s) for each series as the example above Human Resources is identified as the Primary Office. Human Resources must apply for approval to dispose of these records. Other (secondary) offices may destroy these records once the retention rule has elapsed in this case one year after any appeal process has been completed without having to apply for approval.

3. What forms to use?

There are two forms, one for records WITH an approved (as indicated by the entry in the Approval Date field illustrated above) and one for records WITHOUT an approved (there will be no Approval Date).

Both forms are available as fillable PDFs here:

<http://www.uvic.ca/recordsmanagement/resources/forms/index.php>

Complete the forms and have them signed by the Unit Head, then forward to Archives for the approvals.

You will receive the form back with the approvals. If the records are to be destroyed see here for more information: [9.6\(r\)n207 -\(ei\)2](#).