

# Document destruction

## Recordkeeping fact sheet 6

### What documents can be destroyed?

Material of temporary value which does not need to be kept as a record can be destroyed when no longer required.

Staff are able to destroy:

- material of no long-term importance such as rough notes or drafts used solely to assist in the preparation of other records
- copies of documents, emails and publications kept only for reference.

The following factors should be considered before any working documents are disposed of:

- Is there any further administrative need to retain the document?
- Are others still using the document?
- If you believe it is just a copy, are you sure an authoritative version has been kept?

### Secure destruction

Much of the department's information is confidential, whether it is client information or commercially sensitive. It is essential confidential documents do not become available to third parties at the point of disposal.

Any material containing potentially sensitive information must be disposed of using designated secure bins.

Non-sensitive material should be placed into normal office paper recycling bins.

**Note:** Records can only be destroyed by authorised Records Management staff.

Examples of information which does not need to be kept	
	copies of internal newsletters, memos and bulletins (unless you are the author)
	working papers and draft documents
	emails in which you have been copied for reference only, for example carbon copy (Cc) and blind carbon copy (Bcc) emails
	personal material including private documents, emails, letters and photographs
	advertising material where no action resulted
	minutes of meetings (unless you are the chairperson).

### Further information

For further assistance, please contact the:

Records Service Centre: 9096 8999

Email: [RecordsService.Centre@dhs.vic.gov.au](mailto:RecordsService.Centre@dhs.vic.gov.au)

or your local Records Management unit:

Records Unit East Division: 9843 6090

Records Unit North Division: 9412 5427

Records Unit South Division: 8765 7164

Records Unit West Division: 5333 6088

To receive this publication in an accessible format phone 9096 8999, using the National Relay Service 13 36 77 if required, or email [RecordsService.Centre@dhs.vic.gov.au](mailto:RecordsService.Centre@dhs.vic.gov.au)