

## Disposing of Old Records



### Workshop Description

The University Records Retention Schedule has several outcomes for official records. Some of them must be permanently retained, some must be shredded, some can just be disposed of, and still others need to be sent to the University Archives. But what do all of those things mean? And what are the best practices associated with each of them? **Disposing of Old Records** will explain in detail how and why to use off-site storage, third-party shredding services, and the University Archives in order to make getting rid of those old records as efficient as possible.

### Learning Outcomes

At the conclusion of this module, participants will:

- Understand the benefits to using third-party storage and shredding
- Know how to set up an account to facilitate shredding and storage
- Gain exposure to the mission and services of the University Archives
- Be able to efficiently and correctly retain or shred old records

### How to Enroll

This module is available in-person and online. To enroll, complete the application process on Campus Connect. Need a tutorial on how to enroll? [Click here](#).

### Need More Information?

For more information, please contact the Department of Records Management at [recordsmanagement@depaul.edu](mailto:recordsmanagement@depaul.edu)

