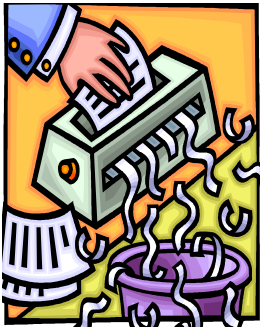




# Recorded Information Management & You

## Can I destroy records?

The destruction of government records in-office must be documented. You may destroy records in-house responsibly if you:



- Follow the approved retention schedule.
- Fill out an In-house Records Destruction Form.
- Have the form signed by your authorized departmental representative.
- Proceed with the secure destruction of the records.
- File signed form under CPRS 1725.
- Ensure that you follow in-house records destruction procedures for your department. For your convenience, a Records Destruction Form is available on the Archives website [www.archives.gnb.ca](http://www.archives.gnb.ca)

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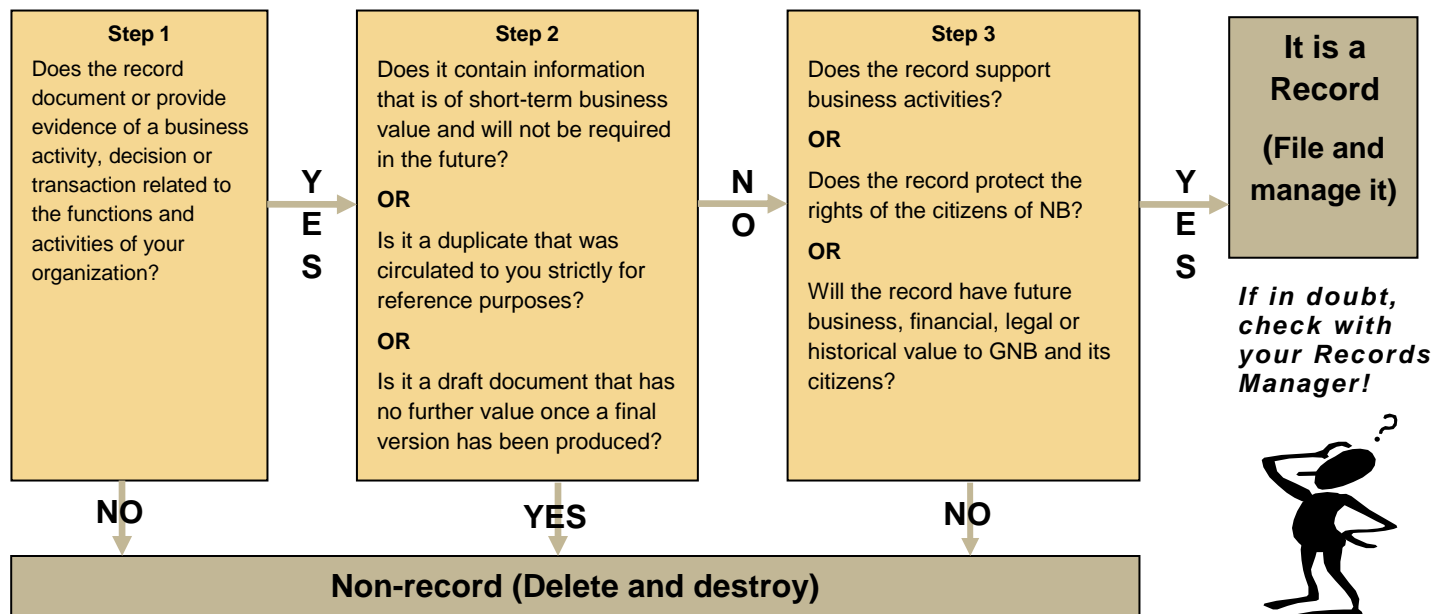
**Exception to the Rule:**

Information cannot be destroyed/deleted if it is the subject of a Right to Information request or if it may be needed for a legal proceeding.

## Non-Records

Not all recorded information that you create or receive in the course of your work meets the criteria of a record. It may be of a transitory nature and required only temporarily, having no long-term or future value. For more detailed information on identifying non-records, please see the publication [A Guide to Identifying and Handling Non-records](#) under the *Standards and Guidelines* tab on the Archives webpage.

## How to Distinguish a Record from a Non-record?



Questions or comments? Email us at [records.centre@gnb.ca](mailto:records.centre@gnb.ca)  
<http://archives.gnb.ca>

**Next Issue...**

**What is the difference between Records Centre and Archives?**