

RIM OFFICE CLEAN-UP TIPS

Use this checklist to ensure you are abiding by Sheridan standards when disposing of materials for office clean-ups.

CHECK YOUR POLICIES

- Familiarize yourself with Sheridan’s policies on records management and privacy: available on Access Sheridan or in Sheridan’s Policy Viewer.
- Ensure you have ready access to Sheridan’s Records Classification and Retention Schedule (RCRS) – if you need to file an official document, the RCRS can guide you on how long the record must be kept – both in your office and in inactive storage.
- Consider whether your records contain any personally identifiable information. If so, consult Sheridan’s Privacy Policy and Personal Information Banks to understand requirements surrounding personal information.



DECIDE ON DISPOSAL

- Documents that contain any sensitive, confidential, and / or personal information must be disposed of confidentially in Sheridan’s locked, blue or grey, confidential shred bins. Please ensure that prior to putting documents in the grey bins that you have removed any paperclips, staples, bull-clips, or other materials that could interfere with shredding.
- Documents that do not have anything to do with Sheridan business and do not contain any sensitive, confidential, or personal information can be disposed of in the blue recycling bins. This can include take-aways from external training sessions, printed research materials (depending on content), and personal documents.
- Any documents that have met their active retention and need to be transferred to inactive storage can be boxed to await transfer to the Inactive Records Centre. Please contact records-management@sheridancollege.ca for more information on transferring your records.



DON'T FORGET TO FOLLOWUP

- If any issues or questions arise, please contact the Department of Records and Information Management to address concerns, to provide tailored guidance and solutions, and to consult on the design of any required recordkeeping solutions.

FOR MORE INFORMATION, CONTACT THE RIM DEPARTMENT

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