

AD.3.2.2 Transitory Records

Schedule B: AD.3.2.2.2 Transitory Records Destruction

Security Classification	Physical records	Electronic records	Electronic – portable, disposable media	Examples of Records & Risk Impacts
Unrestricted (Public)	Recycle when no longer required	Delete from all storage locations Deleted from recycle bin	Delete from storage media Delete from recycle bin Take portable media to IS for secure destruction	Job postings, SAIT email addresses, course/program descriptions. etc. Little or no impact
Protected	Place in secure shredding bins when no longer required	Delete from all storage locations Delete from recycle bin	Delete from storage media Delete from recycle bin Take portable media to IS for secure destruction	Grades, records of birth, personal contact information other than SAIT email addresses, etc. Disruption to business if not available
Restricted/ Confidential	Place in secure shredding bins when no longer required	Delete from storage media Immediately delete from recycle bin	Delete from storage media Immediately delete from recycle bin Take portable media to IS for secure destruction	Personnel files, salary, 3 rd party business records, restricted records, credit card numbers, social insurance numbers, medical records, criminal records/ investigations, etc. Loss in confidence in SAIT, loss of privacy, loss of public safety, extreme or serious injury, destruction of partnerships and relationships