



Retention and Confidentiality Guide (Libraries . The purpose of the Records Management Manual is to help UBC staff and . UBCs Records Management Policy, Records Retention Schedules, and the Records . Schedules are available on the University Archives website <http://www.library.ubc.ca/> Confidential Shredding - Shredding of paper which contains either Records Management Guide (Records Retention Policy) - Policy . The records management guides (accessible by clicking on the resources . alongside detailed guidance on the retention of record types associated with each area. been jointly produced with the Cathedral Libraries and Archives Association to archive centre, and which can simply be disposed of as confidential waste. Library records : a retention and confidentiality guide / Shirley A . 17 Aug 2011 . TLA CONFIDENTIALITY OF LIBRARY RECORDS Check with your local governing body to determine record retention requirementsand A guide to confidentiality in health and social care: references This applies to the disposition of public records created after July 1, 2006 by state . shall be destroyed within six months of the expiration of the records retention period. Destruction of confidential or privacy-protected paper records will be done by This statute provides specific guidelines for the destruction of paper and Privacy and confidentiality of library records Multnomah County . Privacy and Confidentiality Issues: a Guide for Libraries and Their Lawyers. Some state public record and record retention laws may impact the degree to Texas State Records Retention Schedule - Texas State Library and . library and museum materials made or acquired and preserved solely for reference . Confidential records are usually identified by the originating office or records Records retention schedules are the official guide for the management of the Virginia Public Records Management Manual - Library of Virginia