

Legal Services

PERSONAL INFORMATION DESTRUCTION FORM

1. Please provide a general description of the record(s) being destroyed (e.g. student record).
2. Make sure that destruction is authorized.
3. Always store records to be destroyed in a secure location.
4. Provide copy of this form to the Access and Privacy Coordinator when completed.

	Description of Record	Authorizing Authority	Date of Destruction
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Submit Form To: email to legalservices@uwindsor.ca or send via interoffice mail to University of Windsor Legal Services, Assumption Hall 3rd floor.