

Legal Services

PERSONAL INFORMATION DESTRUCTION FORM

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

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

Submit Form To: Michelle L. Briden (mbriden@uwindsor.ca) or forward to Legal Services, 3rd Floor, Assumption Hall. If there are any questions while filling out the form, please contact Michelle at Ext. 2096