

Topic: Sponsored Awards Admin	Department: Grants	Policy No: 5.20.03	Effective Date: 12/26/14	Page No: 1 of 1
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Purpose: To provide guidance for destruction of records at Boyce Thompson Institute (BTI).

Policy:

1. It is the policy of BTI, after the appropriate time period has expired (see 5.20.02, Records Retention and Destruction Policy and if applicable, 1.30.015, BTI's General Records Retention Schedule Policy), to shred sensitive documents to ensure confidentiality.
2. Sensitive documents include, but are not limited to, the following:
 - Financial records;
 - Financial reports;
 - Grant records;
 - Personnel records;
 - Litigation records;
 - Bank statements;
 - Canceled checks;
 - Payroll journals and records;
 - Contracts;
 - Accident reports;
 - Insurance claims;
 - Employment applications;
 - Garnishment record.