Guidance for clearing out office files prior to moving spaces

Always check with your Supervisor / Department Head for specific material that should be retained for on-going work. The following list is general guidance, if you have questions about specific material please reach out to rmprogram@mit.edu to ask for a disposition decision.

If you have any of these materials in your office and you do not use them on an on-going basis for your work, they should either be disposed of by Shredding or Recycling.

Please dispose of by SHREDDING:

- Search Committee notes, resume’s, agendas (after a search is completed the need to be destroyed)
- Student papers, research assistance, etc. (Protected by FERPA, cannot be shared without student waiver of FERPA in writing)
- Financial receipts – for your own travel or expenses after 3 years. Originals kept by Finance office
- Libraries’ Committees – notes that you took as a member of a library committee.
  *If you were the Chair of the Committee, please keep your notes and contact IASC about them via mithistory@mit.edu with the subject: Libraries Committee records [name] transfer.
- Copies of employee Annual Reviews – Permanent copy kept by HR.
- Personal copies of Unit annual reports, statistic gathering, etc.

Recycle any of the Following

- Supply Product catalogs
- Publication Catalogs, purchase lists, etc.
- Issues of Bibliotech or other Libraries’ publications
- Issues of MIT publications, such as the Faculty Newsletter, Alumni Assoc. and Resource Development

If you have collected Department publications and think they should go to the Institute Archives, please check in Barton to see if they are already in the Libraries collections (usually in the IASC Printed Archives). If they are listed in Barton, please recycle your copies.