

Disposal/Destruction Forms

Records Management
 University of Cincinnati

Certificate of Records Disposal

Administrative Area		Division	Department/Unit		
Office		Records Officer/Coordinator			
Schedule Number	Records Series Title	Inclusive Dates	Volume (in cu. ft. or # of boxes)	Date of Disposal	Method of Disposition

Reviewed by	Date
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Revised 12/06

RECORDS DISPOSAL AUTHORIZATION

RC-108—Revised 3/2006



STATE OF CONNECTICUT
Connecticut State Library
PUBLIC RECORDS ADMINISTRATION
231 Capitol Ave., Hartford, CT 06106

Return this form to the Public Records Administrator to obtain approval to dispose of agency records. Submit at least 20 days prior to proposed date of records disposal.

NAME OF AGENCY (Use typewriter or computer - original signatures) DIVISION or UNIT		ADDRESS Page _____ of _____ pages					
I hereby certify that the records listed have met the retention requirements established by the Public Records Administrator in the form of an approved retention schedule. No record(s) listed, in our opinion, pertain(s) to any pending case, claim, or action.		Typed Name of Records Management Liaison Officer Title Date		Approved (RMLO)			
ITEM NUMBER ¹ (i.e. S2-010)	Record Series Title	Authorization for Disposal		Inclusive Dates of Records	Est. Volume of Records Requested for Disposal (Indicate cubic ² or linear ft.)	Proposed Date of Disposal	Do not write in this column ³
		Schedule No. ¹ (RC-050)	Effective Date				
Approved (State Archivist)		Date		¹ Enter approved schedule # (RC-050) or, if records will be disposed of per General Schedule, enter in Item Number column S1-S6 # _____.			
Approved (Public Records Administrator)		Date		² A filled letter-size drawer contains 1.54 cubic feet, and a legal-size drawer contains 2.0 cubic feet.			

³Records that cannot be destroyed are noted in this column.



RECORDS
CENTER

DESTRUCTION
OF RECORDS

STORAGE
& RETENTION
REQUIREMENTS

ACCESS TO
RECORDS

ELECTRONIC
RECORDS
POLICY

RECORDS
FORMS

Departmental
Records Officer
Form

File Retrieval
Form

Box Transfer
Form - Destruction

Box Transfer
Form - Storage

HARGRETT
LIBRARY

UNIVERSITY OF GEORGIA RECORDS CENTER

Destruction of Records



Many records can be sent directly to destruction. Document destruction service is available to all University departments through the Records Center. Systematic destruction procedures are provided by a bonded disposal company to insure security and confidentiality. Material listed for destruction should be sent in sturdy boxes. Documents are pulverized into unreconstructable fragments for recycling. ***Please remember the following guidelines when submitting material for destruction.***

When to Ship - What to Ship

Review 'em. Records created by university offices are destroyed according to the newly approved Board of Regents retention schedule at <http://www.usg.edu/usgweb/busserv> . These retention guidelines help in determining when a record should be destroyed. The University contracts with a bonded destruction company to destroy records. Items sent for destruction should be considered sensitive material. **Please do not send outdated pamphlets, telephone directories or advertising junk mail that could normally be handled through recycling.**

Destruction Box Requirements

Pack 'em. Please make sure all items sent for destruction are packed in boxes that can be easily handled by one person. Copier paper boxes with lids are ideal for destruction purposes. **It is imperative that the boxes be securely closed for safe shipping across campus.**

When You are Ready to Ship

Call 'em and Ship 'em. Once the information is boxed correctly, inform Records Management (706-369-5927) of the number of boxes and the retention standard that the records follow, eg A20. Contact with the Records Center can be made by telephone or through the use of the [Box Transfer Destruction Form](#). (If your department decides to use the form, you will be contacted by email.) Records Management will assign the set of boxes a control number. **This control number needs to be written on the outside of each box.**

Ship 'em. Physical Plant (706-542-7456) will ask for the control number if and when they are requested to pickup a set of boxes that are to be delivered to the Records Center. If your department chooses to self-deliver, please notify the records center before delivery. Failure to notify the record center prior to sending or delivering the boxes could result in the records being unaccepted by the Records Center.

[Contact the Records Center:](#)



RECORDS
CENTER

UNIVERSITY OF GEORGIA RECORDS CENTER

DESTRUCTION
OF RECORDS

Box Transfer Form for Destruction

STORAGE
& RETENTION
REQUIREMENTS

The boxes with asterisk (*) must be filled. When done, press **SEND** at the bottom of the page.

(Please read guidelines for [destruction of records](#) before filling out this form.)

ACCESS TO
RECORDS

Please call if you have any questions.

ELECTRONIC
RECORDS
POLICY

Name*

RECORDS
FORMS

Department Name*

Departmental
Records Officer
Form

E-mail Address*

File Retrieval
Form

**Telephone
Number***

Box Transfer
Form - Destruction

Campus Address

Box Transfer
Form - Storage

**Number of Boxes
Being Sent**

HARGRETT
LIBRARY

**Years of Records
Being Sent** (e.g.
1990-2006)

**Please check the
box that explains
why these records
are being
destroyed:**

Retention Standard

These files are being destroyed as a result of a retention standard found on the web page of the state archives. (Please give the [Retention Standard number](#), e.g. A30)

Unnecessary Duplicates

These files are just extra copies of the original that can be destroyed.

Other

These records are being destroyed for another reason. (Please explain)

**Comments/Special
Instructions**

CERTIFICATE OF RECORDS DESTRUCTION

(NOTE: This Certificate is used in coordination with the Schedule of Retention and Disposition of Records. Send One copy of the completed certificate to the University Archives and one copy to University Counsel prior to the destruction of records).

Department:		Person Completing Form: Phone Number:	
Proposed Date of Destruction: (Please allow at least 15 days advanced notice)		Signature (Department Head)	
Record Series Title	Span Dates of Records	Brief Description	
Approved for Disposal: University Counsel		Approved for Disposal: Archives	

(Dev. 11/09/99)

RECORDS DESTRUCTION CERTIFICATE INSTRUCTIONS

The Records Destruction Certificate is a fielded Microsoft Word form that should be used by Records Officers to document destruction of records at an agency. A printed copy of the completed and signed form should be sent to the Public Records Division.

Fill in the data on the Records Destruction Certificate (form PRD 50) as follows:

- **Date:** Enter the month, day, year the Certificate is prepared.
- **Cabinet/Local Jurisdiction:** Enter your agency's cabinet or local jurisdiction.
- **Department/Local Government Office:** Enter the name of department or local government office which falls under the entity listed above.
- **Division:** Name of division which falls under entity listed above.
- **Branch/Unit:** Name of branch or unit which falls under entity listed above.
- **Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page which accompanies the retention schedule or the top right-hand side of an individual schedule page.
- **Destruction Date:** Indicate the date the records were disposed of.
- **Destruction Method:** Indicate the method used to dispose of the records, i.e., landfill, trash, recycle, shred, etc. using the pull down menu.
- **Series No.:** Enter the series number from your agency's Records Retention Schedule or applicable general schedules for the record(s) you are destroying. Multiple series can be recorded on the Destruction Certificate.
- **Title Records:** Enter the title of the record(s) exactly as shown in your agency's Records Retention Schedule, or the General Schedule for State Agencies.
- **Date Span:** Give the inclusive (oldest and most recent) dates of the records destroyed.
- **Volume:** Indicate the amount of each series of records destroyed. This may be in cubic feet (if the records are in paper format), megabytes (if the records are in digital format), or some other unit of measure (for other formats). If the records are in other formats, click the box next to the empty field and complete that field.
- **Total Volume of Records Destroyed:** Enter the total volume of records destroyed.
- **Approvals and Certifications:** Agency Records Officer or records custodian signs and dates the form, certifying destruction of records.

Forward the original signed copy of the Records Destruction Certificate, plus one photocopy, to either the State Records Branch (if it is a state record) or the Local Records branch (if it is a local record) of the Public Records Division, 300 Coffee Tree Road, P.O. Box 537, Frankfort, Kentucky, 40602. Retain one paper or electronic copy for your agency's files.

UNIVERSITY OF KENTUCKY: Records Destruction Certificate Instructions

<http://www.kdla.ky.gov/recmanagement/schedules/kyrecordsdestruction.doc>

Records Destruction Certificate
Kentucky Department for Libraries and Archives, Public Records Division
 300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date:

Destruction Date:

Destruction Method: Recycle

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume
			<input type="checkbox"/> Cubic Feet <input type="checkbox"/> Megabytes <input type="checkbox"/>
Total Volume of Records Destroyed			

Approvals and Certifications

Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Archives and Records Commission.

I hereby certify that the records described above have been destroyed.

 Records Officer/Custodian

 Date