



**Departmental Records Disposition Form  
(Departmental Use Only)**

Department \_\_\_\_\_ File Years Covered: \_\_\_\_\_

Department Rec. Mgmt. Rep.: \_\_\_\_\_ Ext: \_\_\_\_\_

*(Go to USG Records Mgmt Website to complete the following information)*

Record Retention Series Number: (eg: K12) \_\_\_\_\_

Records Series Title \_\_\_\_\_

State Specific Law if any, that states that this series is confidential (ie: 20 U.S.C. § 1232g; 34 CFR Part 99) \_\_\_\_\_

Cut Off:

(Check one below)

- Calendar Year End
- Fiscal Year End
- Month End
- Quarterly End
- Semester End

Calculate Disposition Date:

Cut-Off Date: (eg: 6/30/07) \_\_\_\_\_

Hold in Current Files Area: (eg: 1yr) + \_\_\_\_\_

Local Holding/Storage: (eg: 1yr) + \_\_\_\_\_

Transfer to Records Center: (eg: 6/30/09) = \_\_\_\_\_

Hold Time: (eg: 0 yrs) + \_\_\_\_\_

Eligible Disposition Date (7/1/09) = \_\_\_\_\_

Send to Archives\*: \_\_\_\_\_ Destroy: \_\_\_\_\_ Other: \_\_\_\_\_

(\*Permanent/Archival Records Only)

Special Disposition Instructions (if any): \_\_\_\_\_

Duplicate Records: These records are duplicates only and are no longer needed. The official records are located: (If applicable, check below)

- On Microfilm/Microfiche     On Electronic Media     Hard Copy (paper).
- The Official Records are located in the \_\_\_\_\_ Office.

Date Sent to Storage: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date Sent to Records Center/Other: \_\_\_\_\_

Approved by: \_\_\_\_\_

Date sent University Archives: \_\_\_\_\_

Approved by: \_\_\_\_\_

\*Department Head Approval for Records Destruction:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Records Destruction \_\_\_\_\_

\*All confidential records should be destroyed confidentially by shredding or other secure means.