



Records Management Disposition Authorization Form

and classification plan in accordance with the Records Management policy.

Complete separate forms for records authorized for various disposition actions (disposal or permanent preservation). Forward to the University Records Manager for review and retain a copy for your department records. Transitory records do not require disposition authorization.

Disposition is the action taken with records that are no longer required for current business. Actions may include digitizing, duplication, shredding, recycling or transfer to a storage site or Archives.

Archives are records retained for their historical or enduring value that document the history and development of the university. Also refers to the part of the building in which archives are preserved and made available for consultation and research material.

Destruction is the process of physically eliminating or deleting records (shredding or



BoxID numbers:
Disposition (secure destruction or permanent preservation):
Summary of content:

Records Management Review

This authorizes that the records described and listed can be ~~preserved~~ securely destroyed

Jennifer MacDonald, Records Manager

Signature & Date: