OFFICE OF GOVERNANCE AND CORPORATE AFFAIRS

POLICY AND RECORD MANAGEMENT

Request for Authority to Destroy Records

**Prior to destruction you must ensure that the:**

* **Minimum retention periods set by GDA’s have been satisfied.**
* **Records are no longer required for legal, administrative, financial or audit functions.**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Requestor Details** | | | | | | | |
| **Name** |  | | | | | | |
| **Faculty/Division** |  | | | | | | |
| **Position/Title** |  | | | | | | |
| **Telephone** |  | | | | | | |
| **2. Records Description** | | | | | | | |
| **Description of Records** | | *Briefly detail nature of records and date ranges. For multiple records please use the* [*Disposal request records list template.xlsx*](https://csuprod.sharepoint.com/:x:/s/OGCA-PolicyandRecords/Ea3Jo4FGGC5LkFQpdCioKTMB3nQTDxf65qaNEv99L3IkGQ?e=ahdvoS)*.* | | | | | |
|  | | | | | | | |
|  | | | | | | | |
| **3. Authorisation for Destruction** | | | | | | | |
| **FACULTY/DIVISION APPROVAL** | | | | | | | |
| ***This section must be completed by the Manager.*** | | | | | | | |
| **Are the records still required by the University for any of the following functions?** | | | Legal Functions  Yes  No  Administrative Functions  Yes  No  Audit/Financial Functions  Yes  No | | | | *If yes has been selected for any of these functions, then these records* ***must*** *be retained.* |
| **Name** | | | | **Position** | | | |
| **Signature** | | | | **Date** Click or tap to enter a date. | | | |
| **4. UNIVERSITY RECORDS MANAGER APPROVAL** | | | | | | | |
| **Have the records satisfied minimum retention requirements?** | | | | | | Yes  No | *If no, records* ***must*** *be retained.* |
| **Name** | | | | **Position** | | | |
| **Signature** | | | | **Date** Click or tap to enter a date. | | | |
| **Destruction of Records Completed by\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | |
| **Signature** | | | | | **Date** Click or tap to enter a date. | | |