

## RECORDS DISPOSITION REQUEST INSTRUCTIONS

*Records Disposition Requests are considered legal documents and should be treated as such. Please ensure that all information provided on the document is accurate and complete. If you have any questions or are unsure of how to proceed, please contact the University Records Manager.*

### **BOXES 1 & 2:** Administration/College and Department/Office/Program

List the administrative unit or academic college and the appropriate office, department, or program where the records were created and maintained.

### **BOX 3:** Address

For offices on campus, please provide a P.O. Box. For entities located off campus or across the state, please use your office's standard mailing address. Returned mail will be addressed to the person listed as the contact unless otherwise specified.

### **BOX 4:** Contact

Include the name and preferred method of contact (email or phone) of the person immediately responsible for the maintenance and security of the records. This is the person to whom all inquiries regarding the records will be directed.

### **BOX 5:** Method of Disposal

Select the method in which the materials, regardless of format, will be disposed.

#### Option A: Destroy

The records have met their appropriate retention and will be destroyed via approved procedures.

#### Option B: Scan & Destroy

The records will be electronically scanned (or microfilmed) prior to destruction. Electronic records created under this option are now considered the record copy and should be treated as such.

#### Option C: Transfer to UF Archives

The records will be transferred to the University Archives per arrangements made with the University Archivist.

#### Option D: Other Method

The records will be disposed of in a manner not covered by the above options. You must contact the University Records Manager to discuss any alternative disposal methods prior to submitting a Records Disposition Request.

### **BOX 6:** Submitted and Authorized By

Current contact information, including signature, of an authorized individual is required before the request will be reviewed. If Box 6 is not completed, you will be asked to complete the box and resubmit the request. *Please note that the individual who signs in Box 6 may be different than the contact person listed in Box 4.*

### **BOX 7:** List of Record Series

Specify the types of records you wish to dispose of. In some instances, a UF record series will supersede a series created by the State of Florida. Please direct any questions to the University Records Manager.

Column A: Schedule Identifier

Each record retention schedule has a coordinating code. The State of Florida’s schedules are preceded by the letter G and then a number. Record series unique to the University of Florida are designated by the letters UF.

Column B: Item Number

The item number is a unique identifier assigned to each record series. You must know both the Schedule Identifier and the Item Number to appropriately document a record series. Item numbers repeat, so please pay close attention to which schedule identifier is indicated on the schedule.

Column C: Retention Schedule Title

Record the title of the record series as it is written in the record retention schedule. It is not necessary to include an inventory in this column. (However, you may wish to retain a more thorough inventory for your own records.)

Column D: Inclusive Dates

The retention of the record series will dictate the format of the dates in this column. It is imperative that the dates indicated in this column are accurate. Please make sure to use the latest date found in the records as this will ensure full compliance with the retention rate.

	<b>Retention Rate</b>	<b>Dates of Materials</b>	<b>Date Eligible for Destruction</b>
<b>Anniversary Year</b> (from a specific date)	3 anniversary years	7/1/2011 – 12/31/2013	12/31/2016
<b>Calendar Year</b> (Jan. 1 <sup>st</sup> – Dec. 31 <sup>st</sup> )	3 calendar years	1/1/2012 – 6/30/2014	1/1/2018
<b>Fiscal Year</b> (July 1 <sup>st</sup> – June 30 <sup>th</sup> )	3 fiscal years	7/1/2014 – 6/30/2016	7/1/2019

**OSA** – Retain until obsolete, superseded or administrative value is lost. With this retention, a record is eligible for destruction whenever it is no longer of any use or value. It could vary from 5 years after creation of the record to the day that it was created.

Column E: Volume

As per a State requirement, the University must report the volume (or cubic feet) of material destroyed at the end of every year. This is a field that must be accurately filled out in order to comply. Typically, volume is recorded using cubic feet, but it may also be recorded in bytes if the material being destroyed is electronic.

<b>Filing Cabinet Drawers</b>	
Letter Size	1.5 cubic feet
Legal Size	2.0 cubic feet
Letter/Legal Size (Lateral)	2.5 cubic feet
<b>Three Ring Binders</b>	
1”	.05 cubic feet
2”	.10 cubic feet

*length x width x height (in inches) divided by 1,728 = cubic feet*

Column F: Retention (For Records Management Use ONLY)

Column G: Disposition Action & Date Completed

This column is to be completed only after the request is signed by the University Records Manager and returned. This column is used in conjunction with Box 9 and should only be completed when the records have been destroyed. Please include the method to which the records were disposed of, the name of the vendor (if applicable), and the date.

**BOX 8:** Disposal Authorization (*For Records Management Use ONLY*)

**BOX 9: Certificate of Disposal**

This box requires the signature and title of the custodian or designee of the records along with that of a witness, indicating that the destruction or other disposition for the listed records has been completed as indicated in Box 7, Column G.

**THIS BLOCK IS TO BE COMPLETED ONLY AFTER THE REQUEST HAS BEEN APPROVED.**

Physical destruction guidelines set forth in Rule 1B-24.003(10), Florida Administrative Code:

- (a) For paper records containing information that is confidential or exempt from disclosure, appropriate destruction methods include burning, pulping, pulverizing, shredding, or macerating. High wet repellent paper, paper Mylar, durable-medium paper substitute, or similar water repellent papers are not sufficiently destroyed by pulping and require other methods such as shredding or burning.
- (b) For electronic records containing information that is confidential or exempt from disclosure, appropriate destruction methods include physical destruction of storage media such as by shredding, crushing, or incineration: high level overwriting that renders the data unrecoverable; or degaussing/demagnetizing.
- (c) For other non-paper media containing information that is confidential or exempt from disclosure, such as audio tape, video tape, microforms, photographic films, etc., appropriate destruction methods include pulverizing, shredding, and chemical decomposition/recycling.
- (d) Agencies shall not bury confidential or exempt records since burying does not ensure complete destruction or unauthorized access.

Upon completion of **Box 7 COLUMN G** and **Block 9**, make a copy for your file and return the original to the University Records Manager for permanent retention.