

## Instructions for Completing the In-Office/Unit Destruction of University Records Form

All offices/units/departments create university records on a regular basis. University records are created, used, stored, and then disposed either through transfer to the archives for permanent retention or by confidentially destroying the document in accordance with the University's Records Retention Schedule available online at <http://archives.msu.edu>.

Records may be stored in the office/unit/department until disposition or may be transferred to Records Management for storage until it is time for records disposal.

Information on transferring records to records management storage is available at [http://archives.msu.edu/records/transfer.php?records\\_transfer\\_transferring](http://archives.msu.edu/records/transfer.php?records_transfer_transferring).

**Either way, University Archives must approve all university records destruction in accordance with the regulations established by the Board of Trustees bylaws.**

A form has been created to document the destruction of university records which are not transferred to University Archives for storage. Instructions for completing and retaining the form are listed below. If you have any questions or concerns, please contact University Archives at 5-2330 or at [archives@msu.edu](mailto:archives@msu.edu) for assistance.

Instructions:

- 1) The In-Office/Unit Destruction of University Records form is available online at [archives.msu.edu](http://archives.msu.edu) in Word format and pdf format.
- 2) Download a copy of the form.
- 3) Under University Office/Unit/Department, state your office/unit/department name (i.e. Communication Arts and Sciences; International Services Office).
- 4) Please enter the name of the primary contact person, an email address, and a phone number. University Archives may need to contact your office if there are questions about the records.
- 5) In the grid, please fill in the following information for each set of records you are disposing of:
  - a. Records Description: Provide a brief description of the records being destroyed. Please refer to the University's Records Retention Schedules at <http://archives.msu.edu> for types of records eligible for destruction. Please include the Record Series number if known. Please list one record series per line.
  - b. Date Range: This is the date range of the records. A general statement in years is appropriate, i.e. 2009-2012.
  - c. Grant Records: Indicate whether the records being destroyed are related to a grant account by selecting Yes or No.
    - If yes, provide the Grant Account # and Destroy Date. This information can be found in [CGA Account Explorer](#).
    - Grants accounts must be closed in order for records to be destroyed.
  - d. Volume: This is the amount of records, measured in cubic feet for paper documents and MB for electronic documents. In a standard filing cabinet, one drawer of material is the equivalent of two cubic feet.

- 6) Once the grid is complete, sign the form under “Approval of Unit/Office Representative”. This representative should have the authority to approve records destruction. This signature indicates that, to the best of your knowledge, there is no audit, litigation, or public disclosure proceeding affecting the disposal of these records.
- 7) Email a copy of the signed form to University Archives at [archives@msu.edu](mailto:archives@msu.edu). DO NOT PROCEED WITH RECORDS DESTRUCTION UNTIL YOU RECEIVE ARCHIVES APPROVAL.
- 8) Archives staff will review the form, contact you if there are any questions, sign the form, and send the signed copy back to your office. This process may take 1-3 days.
- 9) Once you have received a signed form, proceed with records destruction.
- 10) Retain a copy of the completed form in your office for reference. Archives will also retain a copy of the completed form.

Tips/Guidelines:

- **DO NOT PROCEED WITH RECORDS DESTRUCTION UNTIL YOU RECEIVE ARCHIVES APPROVAL.**
- Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, or public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.
- A sample form is included on the next page for review. If you have any questions or concerns, please contact University Archives at 5-2330 or at [archives@msu.edu](mailto:archives@msu.edu) for assistance.