

The Texas A&M University – Corpus Christi

Additional Records Destruction Page

Name:		Email: Phone Ext: Date:			
Department:		Phone Ext:	none Ext: Date:		
User Instructions: Addi	itional pages can be used if more space is will need to be obtained below.				
Retention Schedule Agency Item #	Description of Records	Date Range From -To mm/yy - mm/yy	Retention Period Example: AC+3	Medium Print or Electronic	
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	If this page has records listed, si	gnatures are required.			
Department Records Coordinator: Print		Sign	Dí	Date	
Department Head: Print		Sign	D:	ate	
University Records	ls Officer: Derrik Hiatt				
Submit document to recordretention@tamucc.edu for University Records Officer approva		proval. Sign	D.	ate	