

INSTRUCTION FOR FILLING OUT STEPS 1 – 4 OF THE RECORDS DESTRUCTION FORM

This form is required only for the destruction of the record copy of state records. The record copy is the official copy that must be maintained for the period designated on the A&M System Records Retentions Schedule. **NOTE:** Other copies of a record are convenience copies and can be destroyed without submitting this form.

Please direct any questions about the request process or the record retention schedule to recordretention@tamucc.edu. The following are instructions on how to complete each section of the form.

Section 1:

- The person completing the form will fill in their name and **contact information**.
- Locate a description of your records in the current A&M System Records Retentions Schedule and write the **Agency Item number(s)** (RRS field #3) that corresponds with the records series in the column labeled Retention Schedule Agency Item #. If you are unsure what type of records you have, you may email recordretention@tamucc.edu with your questions.
- Fill in the description of the records in the **Description** column. The description can include the Retention Schedule description or your own specific document description.
- Fill in the **Date Range** of the records. Please include month and year.
- Fill in the **Retention Period** listed for the records in the System Records Retention Schedule.
- Fill in the **Medium** of the records (for example, paper, electronic, etc).

Section 2:

- Check the **Departmental Certification/Request for Destruction** box to certify that the listed records are eligible to be destroyed in accordance with the System Records Retention Schedule and administrative requirements.

Section 3:

- Obtain **department signatures** on the form. Signatures will be the designated *Department Records Coordinator* and *Department Head*.
- Once both department signatures are obtained, **submit form to** recordretention@tamucc.edu for review and approval.

Section 4:

- Once the submitted form has undergone review and received University Records Officer approval, the approved form will be sent back to the department via email.
- Once the approved form is sent back to the department, the department can then destroy the records listed on the approved form, ideally within 30 days from the time the department receives a copy of the University approved form. Please note that a witness will need to be present for destruction.
- Once the records are destroyed, please fill in the fields under Step 4 of the form (to include the signature of a witness) and submit the completed form to recordretention@tamucc.edu.