

Records Management Destruction Report

Please refer to the SUNY Schedule or General Schedule to complete this form. Instructions on Page 2.

Creation Date of Records Being Destroyed	(P)aper (E)lectronic	Index Number (RDA)	Records Title	Content
<i>Example: May 2001</i>	<i>Example: P</i>	<i>Example: 22184</i>	<i>Example: Curriculum Development Records</i>	<i>Example: Approved internal application for curriculum</i>

<p>Method of Destruction:</p> <p><input type="checkbox"/> Shred paper records yourself, in your department/unit</p> <p><input type="checkbox"/> Utilize locked bins for paper shredding through the Office of Recycling & Resource Management.</p> <p>Indicate Bldg Location _____ Room # _____</p> <p><input type="checkbox"/> Dispose of electronic records only</p> <p><input type="checkbox"/> Other: _____</p>	<p>Volume to be Destroyed:</p> <p>Number of files: _____</p> <p>Number of boxes: _____</p> <p>Number of bins: _____</p> <p>Electronic (KB, MB, GB): _____</p>	<p>Name of Department:</p> <p>_____</p> <p>Date of Destruction: _____</p>
<p>Signatures of Approving Officials:</p> <p>_____</p> <p>Department Records Management Coordinator</p> <p>_____</p> <p>Supervisor/Director/Department Head</p>		<p>For RMO Use Only:</p> <p>RMO: _____</p> <p>Date Recv'd for Review: _____</p> <p>Date Approved Date: _____</p>

Forward completed, signed form to the Records Management Officer via email to RMO@binghamton.edu or Fax to 777-6453.

RECORDS MANAGEMENT DESTRUCTION REPORT

GENERAL INSTRUCTIONS

A destruction report is required to document disposal of all official records. This report identifies the type of record (s), the creation date of the record, and quantity of records being destroyed. Destruction reports throughout the year are to be provided to the Records Management Officer at rmo@binghamton.edu. The Records Management Officer will work with departments to verify appropriate retention times have been met for given records on the report and will provide approval for disposal.

The following information must be provided on the Destruction Report:

CREATION DATE: The date of origin of the records to be destroyed. This date determines whether the records retention period has been exceeded.

PAPER/ELECTRONIC: Format of the records being destroyed.

INDEX NUMBER (RDA): On the SUNY Schedule, this five-digit number is called the Records Destruction Authorization (RDA). On the NYS General Schedule, it is called the Index Number.

RECORDS TITLE: On both SUNY and NYS General Schedules, this is the title for the general category of records.

CONTENT: The description and/or examples of the records being disposed of.

METHOD OF DESTRUCTION: Indicate where and how your records will be destroyed: Will you dispose of electronic records? Will paper records be shredded by your department, or will you require the assistance of the Office of Recycling and Resource Management? Will you be utilizing another 3rd Party Vendor?

If a confidential recycle bin is needed for confidential document disposal submit a service request to Physical Facilities Customer Service using the web based service request or contact your building administrator to place a service request.

VOLUME DESTROYED: Estimate what volume of records being disposed of. (For example: 50 banker boxes or 50 files)

NAME OF DEPARTMENT: Department disposing of records.

DATE OF DESTRUCTION: Date the records were disposed of.

SIGNATURES: The department head must authorize the records destruction. An electronic signature on this form is acceptable with an appropriate email trail demonstrating department head approval.

SUBMITTING DESTRUCTION REPORT

Forward the completed, signed report to the Records Management Officer via email: RMO@binghamton.edu or Fax the report to 777-6453.

FOR ASSISTANCE: Contact the Records Management Officer via email at RMO@binghamton.edu.