

## Records Management Destruction Report

*Please refer to the SUNY Schedule or General Schedule to complete this form. Instructions appear below.*

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

### Method of Destruction:

Will you:

Shred paper records yourself, in your department/unit

**OR**

Utilize locked bins for paper shredding through the Office of Recycling & Resource Management

**OR**

Dispose of electronic records only

### Volume to be Destroyed:

#### Paper:

Number of files:

Number of boxes:

Number of bins:

#### Electronic:

Quantity of KB, MB, GB:

### Date of Destruction:

### Name of Department:

### Signatures of Approving Officials:

\_\_\_\_\_  
 Department Records Management Coordinator

\_\_\_\_\_  
 Supervisor/Director/Department Head

### For Office Use Only:

Date of Receipt by Records Management

Officer:

*Forward completed, signed form to the Records Management Officer via email to RMO@binghamton.edu. Please keep a copy for your records for 3 years from date of destruction.*

## Records Management Destruction Report

**Instructions: Please complete the Destruction Report by filling in the following information:**

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

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

**Records Title:** On both 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? Please note that paper records must be thoroughly destroyed (e.g. shredded). Appropriate action must be taken with confidential records to ensure secure destruction.

**Volume Destroyed:** Please estimate what volume of material was destroyed.

**Date of Destruction**

**Name of Department**

**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.

**When Complete:** Forward the completed, signed form to the Records Management Officer via email: [RMO@binghamton.edu](mailto:RMO@binghamton.edu). Please keep a copy for your records for 3 years from date of destruction.

**For Assistance:** Contact [RMO Name and phone](#).