**DESTRUCTION OF RECORDS AUTHORISATION FORM**

**Please complete the form in MS Word and then print for the responsible Manager to sign. Note: Handwritten forms will not be accepted.**

**Step 1:** Department/Business Unit to prepare form and complete all sections including a list of all records due for destruction (use the [Business Classification Scheme](http://intranet.vu.edu.au/Records/BusinessClassificationScheme/) [BCS] to assign disposal classes and retention). Contact Records & Archives Services if you need further assistance**.**

**Step 2:** Responsible Dept. Manager to sign the Records Destruction Authorisation section.

**Step 3:** Department to scan signed form and send to records@vu.edu.au for approval. Records & Archives Services (RAS) will contact the department if clarification is required.

**Step 4:** Once approved, RAS will send a confirmation email to the department.

**Step 5:** Department arranges: a) secure destruction of records, b) confirm Destruction Date on the signed form and c) forward original form to RAS via internal mail FP53.

 **Department Records Destruction Authorisation**

Destruction authorisation acknowledges that the following have been met:

* records are no longer required for business or reference use,
* records are eligible for destruction under an approved Retention and Disposal Authority,
* records are not subject to a current FOI request, and
* records are not required, or reasonably foreseen to be required for legal proceedings.

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| Proposed Method of destruction to be used:🞎 Lockable Bin 🞎 Shredding in-house🞎 Other secure destruction method – please specify: | Are the Records recorded in RecFind? 🞎 No  🞎 Yes (Contact RAS for further advice) |

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| **Prepared by (Staff Member)** | **Authorising Manager** |
| Name:  | Name: |
| Position: | Position: |
| Campus: | Signature: |
| Dept./ Unit: | Date: / / |
| Destruction Date (complete once RAS approved and records destroyed):  / / |

 **RAS Office Use Only**

 Authorised by: RecFind updated: 🞎 N.A. 🞎 Yes

 Signature: Date:

**Records & Archives Services Destruction Authorisation**

Checked and approved by (Print Name):

Signature: Date: / /

**Description of records due for destruction.** (Alternatively, attach an Excel spreadsheet with the same headings as shown below.)

| **Record Type** | **Physical****(No. of Boxes)** | **Electronic (Number of records or size in Mbytes) & Source**  | **Date range** | **Disposal Class and RDA details (Refer to** [**BCS**](http://intranet.vu.edu.au/Records/BusinessClassificationScheme/)**)** | **Retention** | **Due for destruction** |
| --- | --- | --- | --- | --- | --- | --- |
| *Example of physical records****: Completed exam papers for subject ABC101 Semester 2*** | *5 boxes* |  | *11/2016* | *2.3.7 (RDA 16/07)* | *1 year* | *End 2017* |
| *Example of electronic records:* ***Superseded Lecture training resources for subject XYZ201***  |  | 10 MB dept. Y Drive | *2010- 9/2012* | 2.2.5 (RDA 16/07) | *3 years after superseded* | *End 2015* |
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| \*\*Add rows below as required\*\* |  |  |  |  |  |  |