

Instructions for Completing the In-Office/Unit Destruction of University Records Form

All offices/units/departments create university records on a regular basis. University records are created, used, stored, and then disposed either through transfer to the archives for permanent retention or by confidentially destroying the document in accordance with the University's Records Retention Schedule available online at <http://archives.msu.edu>.

Records may be stored in the office/unit/department until disposition or may be transferred to Records Management for storage until it is time for records disposal.

Information on transferring records to records management storage is available at http://archives.msu.edu/records/transfer.php?records_transfer_transferring.

Either way, University Archives must approve all university records destruction in accordance with the regulations established by the Board of Trustees bylaws.

A form has been created to document the destruction of university records which are not transferred to University Archives for storage. Instructions for completing and retaining the form are listed below. If you have any questions or concerns, please contact University Archives at 5-2330 or at archives@msu.edu for assistance.

Instructions:

- 1) The In-Office/Unit Destruction of University Records form is available online at archives.msu.edu in Word format and pdf format.
- 2) Download a copy of the form.
- 3) Under University Office/Unit/Department, state your office/unit/department name (i.e. Communication Arts and Sciences; International Services Office).
- 4) Please enter the name of the primary contact person, an email address, and a phone number. University Archives may need to contact your office if there are questions about the records.
- 5) In the grid, please fill in the following information for each set of records you are disposing of:
 - a. Records Description: Provide a brief description of the records being destroyed. Please refer to the University's Records Retention Schedules at <http://archives.msu.edu> for types of records eligible for destruction. Please include the Record Series number if known. Please list one record series per line.
 - b. Date Range: This is the date range of the records. A general statement in years is appropriate, i.e. 2009-2012.
 - c. Grant Records: Indicate whether the records being destroyed are related to a grant account by selecting Yes or No.
 - If yes, provide the Grant Account # and Destroy Date. This information can be found in [CGA Account Explorer](#).
 - Grants accounts must be closed in order for records to be destroyed.
 - d. Volume: This is the amount of records, measured in cubic feet for paper documents and MB for electronic documents. In a standard filing cabinet, one drawer of material is the equivalent of two cubic feet.

- 6) Once the grid is complete, sign the form under “Approval of Unit/Office Representative”. This representative should have the authority to approve records destruction. This signature indicates that, to the best of your knowledge, there is no audit, litigation, or public disclosure proceeding affecting the disposal of these records.
- 7) Email a copy of the signed form to University Archives at archives@msu.edu. DO NOT PROCEED WITH RECORDS DESTRUCTION UNTIL YOU RECEIVE ARCHIVES APPROVAL.
- 8) Archives staff will review the form, contact you if there are any questions, sign the form, and send the signed copy back to your office. This process may take 1-3 days.
- 9) Once you have received a signed form, proceed with records destruction.
- 10) Retain a copy of the completed form in your office for reference. Archives will also retain a copy of the completed form.

Tips/Guidelines:

- **DO NOT PROCEED WITH RECORDS DESTRUCTION UNTIL YOU RECEIVE ARCHIVES APPROVAL.**
- Please note that all records pertaining to ongoing or pending audits, lawsuits or even reasonably anticipated lawsuits, or public disclosure proceedings may not be destroyed, damaged, or altered until the issue is resolved and an office or unit has been specifically advised that such records may be destroyed. Any of these conditions supersedes the retention period listed in the records retention schedule.
- A sample form is included on the next page for review. If you have any questions or concerns, please contact University Archives at 5-2330 or at archives@msu.edu for assistance.

MICHIGAN STATE UNIVERSITY

In-Office/Unit/Department Destruction of University Records

In accordance with previously established guidelines and records retention schedules, inactive records with no permanent value to the university will be destroyed. The following records are ready for in-office/unit destruction in the unit/office listed below. These records will be destroyed in office and will not be transferred to University Archives for storage. Please sign the form below and send to University Archives for approval. University Archives approval is required before proceeding with destruction. Retain a signed copy of this form for your records.

University Office/Unit/Department: Department of English

Primary Contact: Jane Smith

Email: smith101@msu.edu

Phone: 123-456-7890

Records Description (include record series number, if known, and description)	Date Range (Years)	Grant Records? (Y/N)	If Yes, Provide Grant Account # & Destroy Date	Volume (1 drawer= 2 cubic feet)
Hiring Documentation: Support Staff	2012-2015	N		2 cubic feet
Pcard Documents	2005-2010	Y	RC123456; Destroy 12/31/2013	1 cubic feet
Student Testing Documents	2014	N		1 cubic feet

By signing this form, the following MSU personnel state that the records listed above are approved for destruction in the above named office and that, to the best knowledge of the signee(s), there is no litigation, audit, or other legal proceeding pending that would require destruction of the records to be postponed.

Approval of Unit/Office Representative:

Name/Signature

Date

Approval of University Archives:

Name/Signature

Date