

**UNIVERSITY OF SOUTH ALABAMA
RECORDS DESTRUCTION NOTICE**

Before destroying records, complete the following information, obtain supervisor's signature, and send completed form to Ms. Lorene Flanders, Executive Director of University Libraries, Marx Library (ML 145). If you have questions, please email Ms. Flanders at lflanders@southalabama.edu. Refer to *Public Universities of Alabama Functional Analysis & Records Disposition Authority* for RDA record and page number: <http://www.archives.alabama.gov/RDA/?id=222>. The Executive Director of University Libraries, who serves as the Agency Records Officer, will fax this form back to the requesting department after approval is granted. Only then can the records be destroyed.

Name:	Supervisor:
Office Address:	Department:
Telephone:	Fax:
Today's Date:	Date records are to be destroyed:

Departmental Record Title	RDA # / Page #	Beginning date: mm/dd/yy	Ending Date: mm/dd/yy	Volume (cubic feet*)	Electronic copy saved?	Method:
						R - Recycle S - Shred** L - Landfill O - Other (Explain)

I hereby certify that the records listed above are represented correctly, and that further retention is not required in accordance with the Records Disposition Authority or for any pending/imminent litigation.

Signature of Supervisor

Date

Agency Records Officer

Date

*Letter size drawer = 1 cubic foot (approximately 3,000 pages). Legal size drawer = 2 cubic feet (approximately 6,000 pages).

** Shred sensitive records that contain University financial, employee, or other confidential information.

Note: It is not necessary to complete this form to destroy convenience copies, such as mass mailings, catalogs, newspapers, newsletters, drafts, and copies of records retained by other administrative offices (i.e. Business Office, Registrar, Payroll, and Telecommunications).