



TEXAS A&M INTERNATIONAL UNIVERSITY



RECORDS DESTRUCTION FORM

Page ____ of ____

IMPORTANT: Refer to and follow guidance in the *Instructions* page.

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later (*Texas Government Code, Section 441.187(b)*). Any record subject to internal, state, or federal audit must be retained until the expiration of the audit period or the period specified in the System Records Retention Schedule, whichever is later (*System Regulation 61.99.01, Retention of State Records*).

Department			Date
Total # of Boxes <small>(if hard copy records)</small>		Office Address/Location	Telephone
User Box #	Records Retention Schedule Agency Item No.	Description of box contents with first and last folderlisted. The contents of each box should be listed separately.	Inclusive Dates

REQUIRED SIGNATURES / APPROVALS		DEPARTMENTAL DESTRUCTION	
Request for Departmental Destruction: I certify that these OFFICIAL RECORDS are past the retention period specified by the <i>System Records Retention Schedule</i> and that all audit and administrative requirements have been satisfied.		Destruction Method: ___ Shredding ___ Destruction of / Deletion from External Data Storage Device (i.e., CD, DVD, USB, etc.) ___ Deletion from Network Drive ___ Deletion from Laserfiche	
 Department/Unit Head	Date	Date of Records Destruction:	
 Records Officer/Office of Compliance	Date	Printed Name of Destruction Witness:	



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INSTRUCTIONS

1. If using more than 1 form, indicate the page numbers on the upper right corner of the form.
2. Enter your department name, date, office address, phone number, and the total number of boxes to be destroyed (if hard copy records).
3. If hard copy records, give each box containing the records a *unique* number. Write it on the box. Then, enter that number under the **User Box #** column.
4. Identify the appropriate *Agency Item No.* and *Description* of your records in the **System Records Retention Schedule** (<https://assets.system.tamus.edu/files/legal/pdf/System-Records-Retention-Schedule.PDF>).
5. Enter that *Agency Item No.* under the **Records Retention Schedule Agency Item No.** column.
6. Enter the description of the box contents in the **Description** column.
7. Enter the **Inclusive Dates** of the records. Include, the **month** and **year**.
8. Under **Destruction Method**, indicate the action you are taking on the records listed on the form. Use a separate form for each transaction type.
9. Have the Department/Unit Head sign and date. Submit the signed/dated form to the Office of Compliance for review and final approval.
10. Once approved, the Office of Compliance will return the signed form to the department. Upon receipt of the signed/approved form, the department must complete both the **Date of Records Destruction** and **Initials of Destruction Witness** boxes. At this point, the department may proceed with destruction of the records. Finally, the department must keep the fully completed form in their files.