

Authorisation for Destruction of Records

This form should be completed by an officer of the relevant area and their manager **prior** to any records destruction. Where there is a reasonable likelihood that any of the records will be required for future litigation, the records should not be scheduled for destruction. The area manager must verify (ref. Section 3) that the records listed here have no ongoing value for administrative, audit, financial or legal reasons.

1. STAFF MEMBER'S DETAILS:

Name:

Faculty, Unit etc. :

Current location of records:

Date form completed:

2. RECORDS DESCRIPTION:	Date Range	Quantity	RDA disposal class applied *
<i>e.g. "Student files" or "Accounts Payable and Invoices" or "Staff files, Surnames A-M" etc. Please use a new row for each separate category of records. Attach listing if necessary</i>	<i>e.g. 1999-2001 June 2003 etc.</i>	<i>e.g. 3 shelf metres; 2 gigabytes etc.</i>	

* The University Retention and Disposal Authority can be found at <http://www.adm.monash.edu.au/records-archives/archives/retention-disposal/rda/index.htm>

3. AREA MANAGER'S SIGN-OFF

I, (Name:)

Position:

approve the destruction of the above records

Date of Approval:

Signature:
