

UNIT REQUEST FOR DESTRUCTION OF UNSCHEDULED RECORDS

Purpose: This form should be used to request the destruction of records not covered in the University General Schedule, or approved University Unit Specific Addenda.

Instructions: Complete the following information and submit to the University Archivist, 118 James E. Shepard Memorial Library or fax to (919) 530-7958. Destruction of record(s) must NOT commence until the appropriate officials have granted authorization.

Name of College and Department/Unit:

Unit Record Administrator:

Title of Record(s):

Description of the Record(s):

Format: (provide the format the record, e.g., hard files, cd, etc.)

Dates of Record(s):

Approved By:

University Archivist

Date