

## Records Disposal Certificate Instructions

To begin, be sure you are requesting to destroy official records only. If you are not destroying official records you do not need to complete this form. If you are unsure, please contact the Department of Records Management at [recordsmanagement@depaul.edu](mailto:recordsmanagement@depaul.edu)

1. Fill out the information portion of the form by listing:
  - a. Date
  - e. College or Administrative Unit
  - b. DeptID
  - f. Department (if applicable)
  - c. Name of Records Coordinator/Department Representative
  - g. Address
  - d. Phone number of Records Coordinator/Department Representative
  - h. Email of Records Coordinator/Department Representative
  
2. Under "Authority Approval" have the form signed and dated by:
  - a. The Records Coordinator/Department Representative
  - b. A department supervisor
  
3. Under "Records to be Disposed Of"
  - a. List the Record Group Number for the records you are destroying. Please use the records management website to make sure you are using the most up-to-date retention schedule record group numbers.
  - b. Describe the Records Group. Make sure this is same group as reflected on the Records Retention Schedule.
  - c. List the dates the records start and end.
  - d. Include an estimated volume of the records. You can estimate your records this way:

Type	Size	Volume	Cubic Feet
Standard File Cabinet	Letter 8 1/2" x 11"	1 full drawer	1.50
	Legal 8 1/2" x 14"	1 full drawer	2.00
Lateral File Cabinet (39" drawers)	Letter 8 1/2" x 11"	1 full drawer	2.50
	Legal 8 1/2" x 14"	1 full drawer	3.00
Shelf Files (15" x 36")	Letter 8 1/2" x 11"	1 full shelf	3.00
	Legal 8 1/2" x 14"	1 full shelf	3.40

4. Submit the form to the Department of Records Management. You can do this by scanning it and emailing it to [recordsmanagement@depaul.edu](mailto:recordsmanagement@depaul.edu).
5. Wait to destroy the records until you receive the approved form.
6. Once you have received the approval form you may destroy the records listed on it at any time. Once the records have been destroyed, complete the "Receipt of Destruction" section by:
  - a. Entering the date the records were destroyed
  - b. Indicating the method by which the records were destroyed
  - c. Having the Records Coordinator/Department Representative sign and date the form
  - d. Having a department supervisor sign and date the form
7. After the records are destroyed and the Receipt of Destruction section has been filled out, a copy of the completed form needs to be sent to the Department of Records Management. Again, you can do this by scanning and emailing it to [recordsmanagement@depaul.edu](mailto:recordsmanagement@depaul.edu).
8. Keep the original and fully completed form for your records.