Northwest Region Records Destruction Procedures

- Records are defined as paper and digital copies of items that have a retention schedule. Examples include AAP forms, bank statements, hiring documents, and volunteer records.
- Permanent records, such as advisory board meeting information, can be stored as physical or digital copies.
 - If a physical copy is present, it is considered an official record and can be sent to campus for storage.
 - If it is a digital copy with no physical copy present, then the digital copy is considered an official record and is the responsibility of the department to store the document.
- Before destroying any records, the University of Arizona *Self-Report Notice of Records Eligible for Destruction* form must be completed two-weeks prior to the planned destruction date of the documents.
- If you use county services for document shredding, the county needs to provide a form to be completed and saved to BOX. The UA form does not need to be completed.
- After the records have been destroyed, the proof of destruction documentation needs to be kept for five years. After five years, they can be destroyed without notifying UA Records & Archives.
- Additional information is available on the Records Management website: <u>https://records.arizona.edu/destruction</u>

Completing the Form

1. Fill out the form found in BOX or on the UA Records Management website. Detailed instructions for filling out the form can be found on page two of the document.

涿	THE UNIVERSITY OF ARIZONA FINANCIAL SERVICES	S	Self-Report Notice of Records Eligible for Destruction							
Processor For Records that have Completed Mandat									on Periods	
Refer to the instructions on page two before completing this form.				Today's date:						
ibrary on a fo nerein and wi no litigation o he state or ot Once approve	i under ARS §41-151.19, "A report of records d orm prescribed by the state library." Completing if ill notity the state library on your behalf. The requ- or administrative holds on these records exist. Wh her authorized entity, the department indicated by d by Records & Archives, only the records listed rchives Manager), along with any relevant support	his document is tester listed on t en in doubt abo elow is responsi on this request	the fi this do out liti ible fo may	rst step in th ocument is re gation holds r answering be destroyed	at process. Rec sponsible for e , contact the O any questions using state ap	cords & Archiv ensuring the inf ffice of Genera about the speci prove methods.	es will take ormation pr l Counsel to fic records t . This reque	the information ovided is accur o confirm. If re- o which this re- st (once signed	a you provide ate and that quested by quest applies. by the	
Requester Name	Approver (Department Manager or Equivalent) Signature									
Department				Name			Email			
Email						Title				
Type of Reco (Use Exact Title	ord Based on the Record Series Code Title e Only)	Retention Schedule Used	Retention Period (YRS)	Record Series Code / Item #	Records Start Date	Records End Date	Eligible to Destroy Date	Media Type (Paper, Digital, Microfilm, etc.)	Quantity & Unit (Number of Files, Boxes, Reels, Electronic File Sizes, etc.)	
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Person Respon	nsible for Records Destruction: Email:		Department: A				Inticipated Start Date of Destruction:			
Records & Ar	chives Manager Approval:	(Signat	ure Req	uired to Validate	Request)		Reco	rds & Archives A	pproval Date:	
Andy Bry	vant									

- 2. Under "Approver Signature", enter Karen Pizzuto's information.
- 3. Once form is complete, send to Approver to sign it then have them send it back to you.
- 4. Email the form to Records & Archives for approval to <u>records@fso.arizona.edu</u>.
- 5. Save the form to BOX in *Records Retention* under your county's folder.