

UNIVERSITY RECORD DESTRUCTION NOTICE

Department _____ Division _____ Records Liaison <u>Sabrina Brown</u> Phone <u>256.782.8203</u> Date _____	Notice of Intent: The scheduled records listed below are to be destroyed in thirty days in the manner checked below. If you object to this scheduled destruction contact the: <input type="checkbox"/> University Record Retention Liaison
Method of destruction: <input type="checkbox"/> shredding <input type="checkbox"/> landfill <input type="checkbox"/> recycle <input type="checkbox"/> other	Proposed Date of Destruction: _____
Are recordings being replaced with imaging? <input type="checkbox"/> yes <input type="checkbox"/> no	

I hereby certify that the records to be disposed of are represented correctly below, that any audit requirements for the records have been fulfilled, and that further retention is not required for any pending or imminent litigation.

Name and Title (Please Type)
Signature
Date

RDA Page #	Volume <small>(See next page for description Legal/Small Box, Roll, Pages)</small>	Record Series and Titles as listed on RDA Schedule	Date (s)

Authorization for the Destruction of the records listed above is <input type="checkbox"/> Approved <input type="checkbox"/> Denied _____ University Records Liaison Date	The records listed above have been destroyed in the manner shown. _____ Witnessed by Date
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Volume Conversion Chart

1 legal size file drawer	2.0 cubic feet
1 letter size file drawer	1.5 cubic feet
1 standard Archives storage box (15" x 12" x 10")	1 cubic foot
15 linear inches (open shelf)	1 cubic foot
Fifty 100-foot microfilm reels (35mm)	1 cubic foot
One hundred 100-foot microfilm reels (16mm)	1 cubic foot
Electronic Records	1 byte = 8 bits; 1 kilobyte = 1,024 bytes; 1 megabyte = 1,048,576 bytes; 1 gigabyte=1,073,741,824 bytes
Digital Imaging System	Number of Images