

## RECORDS DESTRUCTION REQUEST: HOW DO I FILL OUT THE FORM?

1. **Select a form.** Both forms are fillable PDFs. The images included below are based on the Records Disposition Request form.
  - a. The [Records Disposition Request Form](#) is for a traditional request to permanently destroy documents. Once destroyed, the university will hold no copy of these records.
  - b. The [Scanning and Microfilming Request Form](#) is for a retrospective scanning project, which is when your department takes files that have been stored in one format and transfers them to another (such as paper to PDF). This form is required before you destroy the original paper copy. It is less intensive in the amount of information that it requests.
    - i. Note: work scanned during the normal workflow process does not require a form; only the transfer of previously stored files to digital format.
2. **Fill out name and department.** The form should be submitted by a full-time USPS or A&P employee. At the top of each form there is an area that requires your initials to acknowledge that requirements have been met for destruction.

Submitted by:	Ima Knight	Administration and Finance	03/2/2018
	NAME	DEPARTMENT	DATE

The records listed below are correctly represented, have met their retention requirements, and are not needed for audit requirements or pending or imminent litigation. We request approval for the records listed below to be disposed of in the manner appropriate for the document type. No copy of any type is retained by the university. Initial: IK

*Note: For items being microfilmed or scanned, where the record of copy is being retained in digital or microfilm format, there is a separate form, [Scanning or Microfilming Request](#)*

3. **Select the retention schedule.** The commonly used retention schedules at UCF are available on our [website](#). Additional schedules with descriptions are available on the [Florida Department of State: Division of Library and Information Services' website](#).
  - a. Note: Documents must have **already met** their retention period based on the schedule selected before you submit the form.
  - b. **Most commonly, the schedules used are GS1-SL [State and Local Government Agencies] and GS5 [Public Universities and Colleges],** but others exist for specific areas such as healthcare,

law enforcement, and building departments. Please review the schedule titles to see if your area has a specialized schedule.

- c. All schedules are searchable using CTRL+F to search for key words. If you have difficulty selecting the proper schedule or item number, contact UCF records management at 407-823-2351 or [RMLQ@ucf.edu](mailto:RMLQ@ucf.edu) and we will assist you in determining the proper schedule and item.

4. **Once you have selected the appropriate schedule you will have the information for the first 4 columns of information** (schedule number, item number, title, and retention period).
  - a. You may want to add additional information to the item number for identification of disposed records.

116	ATTENDANCE AND LEAVE RECORDS	This record series consists of requests or applications for vacation, sick, family medical leave act (FMLA), and other types of leave including leaves of absences; time sheets or time cards along with any required documentation (medical statements or excuses from a physician, jury duty summons, or military orders, etc.) submitted by an employee to document authorized absences; reports of leave hours used and accrued during a pay period; and reports of leave balances for all agency employees. NOTE: Use PAYROLL RECORDS: SUPPORTING DOCUMENTS if the records are used at least in part to determine or verify pay or benefits.	3 fiscal years.
-----	------------------------------	---	-----------------

5. **Enter inclusive dates.** The inclusive dates are the date of creation to the last edit date of the documents requested for destruction approval. It represents the full lifespan of the records.
  - a. Include at least the month and year.
  - b. Assure that any triggering events in the retention period have also passed prior to submission.
6. **Enter volume in cubic feet.** This information can be found in our [FAQ](#). Some common sizes are:
  - a. one letter-size drawer or box = 1.5 cubic ft.
  - b. one legal-size drawer or box = 2.0 cubic ft.
  - c. one letter-size 36" shelf = 2.0 cubic ft.
  - d. one legal-size 36" shelf = 2.5 cubic ft.

7. The far-right column **Disposition Method and Date Completed** will **remain blank**. This section should appear like the image below.

SCHEDULE NO.	ITEM NO.	TITLE	RETENTION PERIOD	INCLUSIVE DATES	VOLUME IN CUBIC FT.	TO BE FILLED OUT AFTER DESTRUCTION: DISPOSITION METHOD AND DATE COMPLETED
GSL-1	116	Attendance and Leave Records	3 Fiscal Years	1/1/2011 - 12/31/2014	2.0	
GSL-5	60	Financial Aid Records	5 Fiscal Years	2/13/2009-3/21/2013	2.5	

8. **Submit the form.** After you have completed the form, submit it to [RMLO@ucf.edu](mailto:RMLO@ucf.edu) for disposal authorization from the Records Management Liaison Officer (RMLO). We may contact you for more information.

### Approval for destruction

9. The form will be returned to you via email from [RMLO@ucf.edu](mailto:RMLO@ucf.edu). The disposal authorization will be signed by the RMLO.
10. **Destroy records.** Once the form is returned to you, you may dispose of your records. *Fill out the final column with the disposition method and the date completed, and sign where it says Disposal Certificate.* The person signing the disposal certificate section must also be a fulltime USPS or A&P employee, and is preferably the same person listed on the form.



<b>DISPOSAL AUTHORIZATION:</b> Disposal for the above listed records is authorized. Any deletions or modifications are indicated.  <div><div></div><div></div></div> Records Management Liaison Officer      Date	<b>DISPOSAL CERTIFICATE:</b> The above records have been disposed of on the date and manner indicated above.  <div><div></div><div></div></div> Signature      Date
--	--

11. **Return the completed form.** Return the completed form to [RMLO@ucf.edu](mailto:RMLO@ucf.edu) via email and keep a copy of the form for your records. A copy of this form must be retained by the department, unit, or college as proof of disposal in the instance of a public records request.