



RECORDS DISPOSITION REQUEST

Records Management Team

Administration and Finance

<http://admfina.ucf.edu/records-management>

RMLO@ucf.edu | 407-823-2351



UNIVERSITY OF
CENTRAL FLORIDA

Submitted by: _____

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: _____

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

SCHEDULE NO.	ITEM NO.	TITLE	RETENTION PERIOD	INCLUSIVE DATES	VOLUME IN CUBIC FT.	TO BE FILLED OUT AFTER DESTRUCTION: DISPOSITION METHOD AND DATE COMPLETED

Continued on additional sheet

DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Angie Carloss, Records Management Liaison Officer (RMLO)

DISPOSAL CERTIFICATE: The above records have been disposed of on the date and manner indicated above.

Signature

Date

Instructions

- 1) Determine the cubic foot volume and retention period(s) for records listed above. Enter the information to the best of your knowledge and ability. If you have difficulty, contact the RMLO for assistance.
- 2) Send completed form to RMLO@ucf.edu (the final column will be filled out after approval).
- 3) You will receive approval (or further discussion) from the RMLO. Once you receive approval, you may destroy the records in the appropriate manner.
- 4) After you destroy the records, complete the disposition method and date completed column (far right) and sign the disposition certificate at the bottom. Return the completed form to the RMLO to complete this disposition.

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CONTINUATION PAGE

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NAME DEPARTMENT DATE

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