

REQUEST for RECORDS DISPOSAL

Yellow Form

Authorization must be received from the Office of the University Secretary prior to disposal of University records.

For confidential shred, place work order with PFD to pick up records: www.MiamiOH.edu/pfd

Place records disposal form inside box.

Department/Office:	Campus Phone:	
Person requesting records disposal:	Email address:	
Records described on this form are no longer required to be retained in accordance with		
(1) any University records retention and disposition schedule www.MiamiOH.edu/secretary ;		
(2) are being disposed of in the regular course of business; and		
(3) do not pertain to any pending case, claim, or audit known at the time of their disposal.		
DESCRIPTION OF RECORDS	DATE of RECORDS	Method of disposal: CS = confidential shred W = waste E = erase
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
electronic/paper/tapes		
SIGNATURES		
Person requesting records disposal:		Date:
Authorization for records disposal Office of the University Secretary:		Date:
Witness to disposal of records:		Date: