**  
Records Management Certificate of Destruction**

*Please refer to the SUNY Schedule or General Schedule to complete this form. Instructions appear below***.**

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| **Creation Date of  Records Being  Destroyed** | **Index Number (RDA)** | **Records Title** | **Content** |
| *Example*: May 2001 | *Example:* 22184 | *Example*: Curriculum Development Records | *Example*: Approved internal application for curriculum |
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| **Method of Destruction:**  Will you:  Shred paper records yourself, in your department/unit  **OR**  Require assistance with paper shredding from Business Services Office  **OR**  Dispose of electronic records only | **Volume to be Destroyed:**  **Paper:**  Number of files:  Number of boxes:  Number of bins:  **Electronic:**  Quantity of KB, MB, GB: | **Date of Destruction:**  **Name of Department**: |
| **Signatures of Approving Officials:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Department Records Management Coordinator  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Supervisor/Director/Department Head | | **For Office Use Only:**  Date of Receipt by Records Management Officer: |

*Forward the completed, signed form to Brenda Ronan, Campus Records Management Officer, CLEV 505, and email durfeeb@buffalostate.edu. Please keep a copy for your records.*

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**Records Management Certificate of Destruction**

**Instructions: Please complete the Certificate of Destruction by filling in the following information:**

**Creation date**: The date of origin of the records to be destroyed. This date determines whether the records retention period has been exceeded.

**Index number (RDA**): This five-digit number is called the Records Destruction Authorization (RDA) on the SUNY Schedule. On the General Schedule, it is called the Index Number.

**Records Title**: This is the title for the general category of records on both schedules.

**Content:** The description and/or examples of the records contained in both schedules.

**Method of Destruction**: Indicate where and how your records will be destroyed. Will you dispose of electronic records? Will your department shred paper records, or will you require the assistance of Business Services? Please note that paper records must be thoroughly destroyed (e.g. shredded).

**Volume Destroyed**: Please estimate what volume of material was destroyed.

**Date of Destruction**

**Name of Department**

**Signatures**: The department head must authorize the destruction of records. An electronic signature on this form is acceptable, with an appropriate email trail demonstrating department head approval.

**When Complete**: Forward the completed, signed form to Brenda Ronan, Campus Records Management Officer, CLEV 505, Email durfeeb@buffalostate.edu. Please keep a copy for your records.

**For Assistance**: Contact Brenda Ronan at 878-3591. Thank you!