**Records Destruction List**

Records & Information Template

## This Records Destruction List should be completed by a University work unit to lawfully destroy digital or hardcopy records. See [Destruction of temporary records](https://records.unimelb.edu.au/guides/disposal_advice/destruction-of-temporary-records) web page for guidance. This list may be used in litigation proceedings, or in response to Freedom of Information requests as proof that the records destruction took place.

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| --- |
| * Destruction can only occur if the records: 1) are classed as temporary in the [University Records Retention and Disposal Authority](https://records.unimelb.edu.au/services/disposal_advice/rda), 2) have reached the end of their required retention period, 3) are no longer required for business use.
* Do not destroy or delete records until approval is obtained from the Work Owner (i.e. Custodian) of the records.
 |

**Work unit**

|  |  |
| --- | --- |
| Work unit name: |  |

**List of records to be destroyed** (insert rows below as required)

The following records are now eligible for destruction as they have reached the end of their legally required retention period.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Record Number** (delete column if not required) | **Record Title/Name** | **Disposal Class Number** (See [University RDA](https://records.unimelb.edu.au/services/disposal_advice/rda), use format X.X.X) | **Date Range** (Use format DD/MM/YYYY – DD/MM/YYYY, if Start DD/MM is unknown, use format 01/01/YYYY, if End DD/MM is unknown, use format 31/12/YYYY | **Destruction Date** (Use format 01/01/YYYY- Add retention period to record End Date then round up to 01/01 of the next year) | **Box Number** (delete column if not required) |
|  |  |  |  |  |  |
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## **Work unit authorisation** (sign below using wet/digital signature, or obtain approval via email)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name: |  | Signature of Work Owner (Level 4 or higher in the [VC Delegation Schedule](https://about.unimelb.edu.au/__data/assets/pdf_file/0032/19787/Summary-VC-Delegations-Schedule.pdf)): |  | OR | Approval obtained via email (attached) [ ]  |
| Date: |  |  |

**Destruction details**

|  |  |  |  |
| --- | --- | --- | --- |
| Destroyed by name: |  | Date: |  |