Records & Information

Box List for Storing Temporary Hardcopy Records Locally in Work Units

This list should be completed and placed within each box of temporary hardcopy records stored locally within your work unit.

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| --- |
| * Try to group the records with the same/similar destruction date, using the latest date as the box’s destruction date. (A destruction date is the date when temporary records can be legally destroyed according to the retention period specified in the [University Records RDA](https://records.unimelb.edu.au/services/disposal_advice/rda)). * Clearly label each box with the destruction date. * Store the records in available areas within the work unit until the destruction date has been reached. Then complete the process for [destroying temporary hardcopy records](https://records.unimelb.edu.au/guides/disposal_advice/destruction-of-temporary-records). |

## Summary

|  |  |
| --- | --- |
| Work unit: |  |
| Box number: |  |
| Destruction date: |  |

## List of records in this box (insert rows as needed)

|  |  |  |  |
| --- | --- | --- | --- |
| **File No.** (if applicable) | **Contents/ File Name** | **Date range** (e.g. DD/MM/ YYYY – DD/MM/YYYY or YYYY – YYYY) | **RDA Class and Retention Period** (e.g. 11.3.3, 15 yrs) |
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## Authorisation

|  |  |  |  |
| --- | --- | --- | --- |
| **Sentenced by:** |  | **Date:** |  |
| **Boxed by:** |  | | |