

**MICHIGAN STATE
UNIVERSITY**

In-Office/Unit/Department Destruction of University Records

In accordance with previously established guidelines and records retention schedules, inactive records with no permanent value to the university will be destroyed. The following records are ready for in-office/unit destruction in the unit/office listed below. These records will be destroyed in office and will not be transferred to University Archives for storage. Please sign the form below and send to University Archives for approval. University Archives approval is required before proceeding with destruction. Retain a signed copy of this form for your records.

University Office/Unit/Department:
Primary Contact:

Email:

Phone:

Records Description (include record series number, if known, and description)	Date Range (Years)	Grant Records? (Y/N)	If yes, Provide Grant Account # & Destroy Date	Volume (n.b. 1 drawer= 2 cubic feet)

By signing this form, the following MSU personnel state that the records listed above are approved for destruction in the above named office and that, to the best knowledge of the signee(s), there is no litigation, audit, or other legal proceeding pending that would require destruction of the records to be postponed.

Approval of Unit/Office Representative:

Name/Signature _____ Date _____

Approval of University Archives:

Name/Signature _____ Date _____