

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.

Primary Contact:

Email:

Phone:

University Office/Unit/Department:

Records Series/Type	Date Range (Years)	Volume (c.f./MB)	Destruction Method (Shred/Recycle/Wipe)

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