



TEXAS A&M

HEALTH SCIENCE CENTER

Department		Page <u> 2 </u> of <u> 2 </u>
Contact	Telephone	Date

Retention Schedule Agency Item #	Description of documents to be destroyed. Each document type should be listed separately.	Inclusive Dates	Records Management Approval to Destroy

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Section 441.187(b) Texas Government Code. Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the TAMUS Records Retention schedule, whichever is later.

___ I certify that these are CONVENIENCE COPIES that are no longer needed by the Department.

___ Request for Departmental Destruction

I certify that these OFFICIAL RECORDS are past the retention period specified by the TAMUS Records Retention Schedule and that all audit and administrative requirements have been satisfied.

Note: Please read all the instructions on page 2 concerning Departmental Records Destruction.

REQUIRED APPROVAL		DEPARTMENTAL DESTRUCTION
Records Coordinator	Date	Date of Records Destruction
Department Head	Date	Destruction Method – (circle one) Shredding Discard Outside Vendor
Records Liaison Approval	Date	Destruction Witness

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

1. Fill in your department name, contact information and phone number, the date, and the total documents to be destroyed.
2. Locate a description of your records in the current TAMUS Records Retention Schedule and write the Agency Item number(s) (RRS field #5) that corresponds with the records series in the column labeled **Retention Schedule Agency Item#**. If you are unsure what type of records you have, please contact your component Records Retention Liaison or the HSC Records Retention Officer, Willie Hobbs, at 979/458-7253 for assistance.
3. Fill in the description of the records in the **Description** column. The description must include the Retention Schedule description and can also contain your own specific document description.
4. Fill in the inclusive dates of the records to be destroyed. Please include **month and year**.
5. Please list the records you are proposing to destroy. Once the records retention dates have been checked by the Component Records Retention Liaison and the records are approved for destruction, the form will be returned to the department. At that time the records may be destroyed. Complete the Departmental Destruction Information section once the records have been destroyed and return the form to the Records Retention Liaison for filing, keeping a departmental copy.
6. The Records Coordinator and the Department Head must sign the form.