NDSU

**Records Disposal Form for ALL EMPLOYEES**

(If you need help with the completion of this form, please see your Unit Records Coordinator)

|  |  |  |  |
| --- | --- | --- | --- |
| Name: | Dept: | Phone: | Email: |

Date Submitted to Unit Records Coordinator (URC) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

| **Record Description** | | | **Volume Measurement** | |  |
| --- | --- | --- | --- | --- | --- |
| **Records Control Number** | **Record Series Title** | **Department: ND Univ. System or NDSU** | **Paper records:**  **in Inches[[1]](#footnote-1)** | **Electronic records: in Megabytes[[2]](#footnote-2)** | **Disposition[[3]](#footnote-3)** |
| *Ex.: 010405* | *Budget* |  |  |  | *Shred* |
| *Ex.: 011002* | *Financial Reports* |  |  |  | *Delete* |
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|  | **Total4:** |  | 0 | 0 |  |

1. A standard records storage box is 10”x12”x15” and holds 12” of records; a banker’s box, which is about double a standard storage box, holds 24” inches of records; a filing cabinet drawer is generally 15”x25”x29”, so it holds 25” of records. [↑](#footnote-ref-1)
2. Enter size of electronic records disposed of in Megabytes (1,024 Kilobytes = 1 Megabyte; 1 Gigabyte – 1,024 Megabytes) [↑](#footnote-ref-2)
3. Disposition options (per ND ITD Records Management Website, <https://apps.nd.gov/itd/recmgmt/rm/recSer/retention.pdf>):

   Electronic records:

   * Shredder: delete if stored on a hard drive (computer or external), on a network drive or within an electronic imaging system.
   * Shredder: if stored on a floppy, CD, DVD, USB, tape or other electronic media, dispose of according to data classification: confidential records media must be shredded or securely destroyed; non-confidential records may be recycled

   Paper Records:

   Landfill/Delete Backups: place in a recycling bin

   No disposition method: permanent retention; retain within department (this applies to Electronic Records, as well)

   Shredder: coordinate appropriate disposal

   Archives: if you are the Office of Record Retention, give the records to be archived (both electronic and paper) to your URC. Your URC will then coordinate the transfer to Archives

   *(“Office of Record” is defined as the organization or administrative unit that is officially designated for the maintenance,*

   *preservation and disposition of record copies. The Office of Record is not always the office of origin.)*

   4 Place cursor in front of number and select F9 for an updated total. [↑](#footnote-ref-3)