NDSU

**Records Disposal Form for unit records coordinators (URCs)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dept. \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_ Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please email completed Word document to [NDSU.recordsmanagement@ndsu.edu](mailto:NDSU.recordsmanagement@ndsu.edu) by May 30 of the current year.

| **Record Description** | | **Volume Measurement** | |  |
| --- | --- | --- | --- | --- |
| **Records Control** [**Number**](http://www.nd.gov/itd/files/retention/235/235-NDSU-Web-Retention-Schedule.pdf)**[[1]](#footnote-1)** | **Record Series** [**Title**](http://www.nd.gov/itd/files/retention/235/235-NDSU-Web-Retention-Schedule.pdf)**[[2]](#footnote-2)** | **Paper records:**  **in Inches[[3]](#footnote-3)** | **Electronic records: in Megabytes[[4]](#footnote-4)** | **Disposition[[5]](#footnote-5)** |
| *Ex.: 010405* | *Budget* | *12* |  | *Shred* |
| *Ex.: 011002* | *Financial Reports* |  | *15Mb* | *Delete* |
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1. Refer to current [NDSU Records Retention Schedule](http://www.ndsu.edu/recordsmanagement/records_retention_schedule/) [↑](#footnote-ref-1)
2. Refer to current [NDSU Records Retention Schedule](http://www.ndsu.edu/recordsmanagement/records_retention_schedule/) [↑](#footnote-ref-2)
3. 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-3)
4. Enter size of electronic records disposed of in Megabytes (1,024 Kilobytes = 1 Megabyte; 1 Gigabyte – 1,024 Megabytes) [↑](#footnote-ref-4)
5. Disposition options (Refer to current [NDSU Records Retention Schedule](http://www.ndsu.edu/recordsmanagement/records_retention_schedule/)):

   Electronic records:

   * Shred: delete if stored on a hard drive (computer or external), on a network drive or within an electronic imaging system.
   * Shred: 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: place in a recycling bin

   Retain: retain within department

   Shred: coordinate appropriate disposal

   Archives: coordinate transfer of paper and electronic records to Archives; instructions on this process, and the transmittal forms to be filled out, are available at <https://library.ndsu.edu/ndsuarchives/university-records-transfer> [↑](#footnote-ref-5)