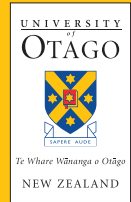


# REQUEST FOR APPROVAL TO DESTROY



## INFORMATION AND RECORDS DISPOSAL PROCESS

(a) **This form is NOT to be used for the destruction of low-level, routine administrative information and records** such as those that fall into **Class 1: Administration** of the Disposal Authority (DA).

**(b) Form Completion**

- ~ Complete sections 1-3 and forward to Corporate Records Services for authorisation.
- ~ Corporate Records Services will apply the relevant DA reference and will advise of the action to be taken. **Please note no action is to be taken before authorisation is received.**
- ~ Corporate Records Services will retain the original signed form for audit purposes, and will return a copy to the school/department/unit/division.

### 1. CONTACT INFORMATION

School/Department/Unit/Division:

Contact Person:

### 2. INFORMATION AND RECORDS TO BE DESTROYED

2.1 Description of all information and records to be destroyed (attach spreadsheet if necessary):

2.2 Date range of information and records to be destroyed:

### 3. INTERNAL AUTHORISATION

I declare that the information and records described above are not required for any current or anticipated investigation.

Name of Unit Head:

Signature:

Date:

### 4. INFORMATION AND RECORDS DESTRUCTION APPROVAL (To be completed by Corporate Records Services):

4.1 Disposal Authority reference used to authorise destruction:

4.2 Approved by CRS:

4.3 Date of approval:

### 5. DESTRUCTION METHOD

5.1 Safe destruct	YES / NO
5.2 Electronic Deletion	YES / NO
5.3 Other (archived by systems administrator, CRS will liaise on your behalf)	YES / NO