

**RECORDS DISPOSAL FORM**

This form must be completed before disposal of University records.

If you require assistance please contact the Governance Officer (Records Manager), Governance Services, 0141 455 6257.

*Please use block capitals when filling in this form*

**Faculty/School/Department\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Extension\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- | --- |
| **Records Series Number**  **e.g. HR 4.1** | **Department Reference/Name/Description** | **Format**  **e.g. Electronic/**  **Microfiche** | **Start/**  **Creation date** | **End/**  **Trigger date** | **Reason for Destruction**  **e.g. as per RRS (CAY + 5 years)**  **If different to or not on RRS contact the Records Manager** | **Method of Disposal**  **e.g. shredding, confidential waste** |
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**Destruction Approvals:**

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**Head of School/Department/Service Signature Date**

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**Records Manager Signature Date**

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**Destroyed By Signature Date**

Please retain this form within the school/service area and return a copy to: Governance Officer (Records Manager), 7.B.16 Sighthill Campus, email: [foi@napier.ac.uk](mailto:foi@napier.ac.uk), Fax: 0131 455 6269

Please ensure:

1. There is no pending litigation before destroying records
2. Records are disposed of in accordance with the recommended guidelines, which are available on the staff intranet or from Governance Services