

The State Records Act (1997) requires the University of Adelaide to dispose of its official records in accordance with approved records disposal schedules. To ensure University records held by administrative and academic departments are properly disposed of, departments are required to obtain approval from the Manager, Corporate Information prior to any disposal actions.

This form applies to records that are under departmental custody and have never been captured into the University's recordkeeping system, TRIM. To receive authorisation for the disposal of records:

- 1 Departments should complete Sections 1 to 3 and send the form to:  
**Manager, Corporate Information**  
**Room 636, Wills Building.**
- 2 Corporate Information will identify the relevant records disposal schedules, and provide advice and/or approval on the disposal action.
- 3 Departments to implement disposal action as advised and return the form to Corporate Information.
- 4 Departments should retain a copy of completed forms and a list of records destroyed for reference.

### 1. Contact Details

School/Department: .....

Contact Person: ..... Phone: .....

E-mail: ..... Fax: .....

### 2. Records to be Disposed

Use the form overleaf to attach a description of records to be disposed. Attach extra sheet if necessary.

#### Summary

Date Range of Records: ..... Quantity of record (in shelf metres):.....

.....

### 3. Departmental Authorisation

I agree that the records described are no longer needed for departmental use and can be destroyed.

.....  
Department Head (print) Signature Date

### 4. Records Destruction Approval

I agree that the disposal actions listed overleaf are appropriate for the records described.

.....  
Manager Corporate Information (print) Signature Date

# AUTHORISATION OF RECORDS DISPOSAL



## CORPORATE INFORMATION

Division of Services & Resources

### Corporate Information Use Only

No	Title/Description	Date Range	Destroy Date (year)	Action Required	Disposal Schedule No.
				<input type="checkbox"/> Normal waste disposal/recycling <input type="checkbox"/> Confidential destruction <input type="checkbox"/> Transfer to Archives	
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