

**Records Management  
Disposition Authorization Form**

This form authorizes records for disposition identified under UFV’s records retention schedule and classification plan in accordance with UFV’s Records Management policy.

Complete separate forms for records authorized for various disposition actions (destruction or permanent preservation). Forward to the University Records Manager for review and retain a copy for your department records. **Transitory records do not require disposition authorization.**

***Disposition** is the action taken with records that are no longer required for current business. Actions may include digitizing, duplication, shredding, recycling or transfer to a storage site or Archives.*

***Archives** are records retained for their historical or enduring value that document the history and development of the university. Also refers to the part of the building in which archives are preserved and made available for consultation. UFV’s Library is responsible for archival material.*

***Destruction** is the process of physically eliminating or deleting records (shredding or recycling) beyond any possible reconstruction.*

**Record Steward Contact**

Department/Unit: \_\_\_\_\_

Contact (Name, E-mail Address, and Position

Title): \_\_\_\_\_

**Signing Authority**

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Description of Records		
Number of boxes:	UFV-RRS Classification Codes:	Year Range:

Box ID numbers:
Disposition (secure destruction or permanent preservation):
Summary of content:

**Records Management Review**

This authorizes that the records described and listed can be preserved or securely destroyed.

Jennifer MacDonald, Records Manager

Signature & Date: