

UNSW Records Disposal Form



UNSW
AUSTRALIA

Records & Archives

RAO04: Records Disposal Authorisation – TRIM Registered Files

For the disposal of records that are registered in the corporate recordkeeping system, TRIM

1. Contact Information:

School/Department/Unit:		
Contact Person:		Phone:
Email:		Fax:

2: Records to be disposed of

2.1 Title / description / format of all records to be disposed of:	
2.2 Date range of records to be disposed of:	2.3 Number of records to be disposed of

3. Internal Authorisation:

I hereby state that these records are no longer required by the unit and that the records are not required for any current, known or anticipated investigation or litigation.

_____	_____	_____
Unit Head or Executive Officer	Signature	Date

4. Records Disposal Approval

4.1 General Disposal Authority GDA schedule number(s) used to authorise destruction	
Approved by Manager, Records & Archives (or delegate):	Date of approval:

Note:

- You are receiving this form as the registered owner of the attached TRIM files, which have now become eligible for destruction in line with NSW State Records General Retention and Disposal Authorities (GDAs).
- If these files are no longer required for on-going activities, or any anticipated investigation or litigation, could you please authorise sign off this disposal form and return to:

records@unsw.edu.au Records & Archives Level 1, University Library F21
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- We will then arrange for their confidential destruction.
- For further information on all aspects of Recordkeeping, visit us at www.recordkeeping.unsw.edu.au

Thank you for your co-operation.

Records & Archives