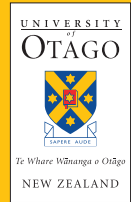


# REQUEST FOR APPROVAL TO DESTROY



## INFORMATION AND RECORDS DISPOSAL PROCESS

### Form Completion Guidelines

- ~ Please note that you do not need to complete this form for the destruction of low level routine, administration information and records e.g., sub-class 1: Routine Administration of the NZ Universities Disposal Authority (DA).
- ~ 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. METHOD OF DISPOSAL (Transfer to Archive or Destroy)

- |   |          |
|---|----------|
| 5.1 Safe destruction in TIMG blue bins (paper)                                | YES / NO |
| 5.2 Electronic deletion   | YES / NO |
| 5.3 Other (archived by systems administrator, CRS will liaise on your behalf) | YES / NO |