



Confidential Records Disposal Request Form

Complete this Confidential Records Disposal Request and email to: Robin Tuxen, Record's Officer - rtuxen@uwlax.edu
Campus Stores will schedule a pick-up of the records with the department.

Department: _____ Building Name & Room #: _____

Requester's Name: _____ Email: _____ Phone: _____

Record Series (RDA #)	From	To	Event	Disposition Date	Retention Period	Box # and Quantity
EXAMPLE: UWADM018	1-1-2019	1-31-2019	1-31-2019	1-31-2022	EVT 3+ years	1

Record Series (RDA #) can be found at: [UW System General Records schedules](#)

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records, administrative review, or action involving the record is initiated before the retention period expiration. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until retention period expiration, whichever is later. Any record subject to federal audit must be retained until the expiration of the audit period or the retention period expiration, whichever is later.

Check one:

☐ I certify that these are **OFFICIAL RECORDS** that are past their retention period and that all audit and administrative requirements have been satisfied.

☐ I certify that these are **CONVENIENCE COPIES** that are no longer needed by the department.

Department Manager's Signature: _____ Date: _____

Campus Stores Use only

Records received by Campus Stores (date & initial): _____ Records Destruction (date): _____

Email copy to: Requester (date): _____ Email copy to: Record's Officer (date): _____



Instructions for completing the: **Confidential Records Disposal Request Form**

1. Provide the department name, building name & room number.
2. Provide the Requester's name, email and phone number.
3. Provide the Record Series/RDA # of the confidential records in the box.
Records Series (RDA #) can be found at: [UW System General Records schedules](#)
4. Provide the inclusive dates of the confidential records in the box.
5. Provide a description of the confidential records in the box.
6. Allocate each box a number & provide on the form. NOTE: These boxes should not be larger than those used to contain copy paper.
7. Check ONE box for the appropriate type of records to be destroyed:
 - a. **OFFICIAL RECORDS** – The original, official record and it is subject to a records retention schedule
 - b. **CONVENIENCE COPIES** – A copy of the original record and it is not subject to a retention schedule.
8. Department completes the Confidential Records Disposal Request form and this form is reviewed by the appropriate offices to verify confidentiality and retention schedule.
9. The Department Manager **must sign & date** the Confidential Records Disposal Request Form.
10. Email the completed form to: Robin Tuxen, Record's Officer - rtuxen@uwlax.edu
11. Record's Officer forwards a copy of the form to Campus Stores which schedules a pick-up of the records with the department.
12. Campus Stores picks up the records and holds them in a confidential location until on-site destruction is performed by Harter's Quick Clean Up at their next scheduled visit to the UWL campus. UWL staff monitor the destruction of these records.
13. Campus Stores will return a copy of the completed form to the Requester and Record's Officer via email once records are destroyed.