



**UNIVERSITY  
LIBRARIES**

Special Collections & Archives  
401 Dunbar Library  
3640 Colonel Glenn Hwy  
Dayton OH 45435  
(937) 775-2092  
chris.wydman@wright.edu

## CERTIFICATE OF RECORDS Disposal

<p>This Certificate is used in coordination with the approved Wright State University General Records Retention Schedule OR a unique Departmental/Unit Records Retention Schedule approved by the University Records Manager. Any other retention schedule does not support or justify records destruction. Save the form and rename it (CRD-[department or unit name]-YYYYMMDD.pdf – e.g. CRD-University-Archives-20190101.pdf).  <b>Send one signed copy to University Records Management one (1) week prior to the destruction or transfer of records via email OR to the above mailing address.</b></p>			
<b>Date Prepared:</b>	<b>Proposed Date of Destruction/ Deletion/ Transfer</b> (May only occur after approval)	<b>Department/Unit:</b>	
<b>Prepared By:</b>		<b>Title:</b>	
<b>Signature:</b>	<b>Email:</b>	<b>Phone:</b>	
<b>Records Management Approval/Signature:</b>	<b>Records Management Notes (RM staff only):</b>	<b>series# (RM staff only)</b>	

**INFORMATION ABOUT RECORDS TO BE DESTROYED OR TRANSFERRED**

**Record Series and Volume:** List the type of records + approx. volume of records that you intend to transfer/destroy/delete. Use a separate row for each record series;  
**Inclusion Dates:** Enter the Begin and End dates in mm/dd/yyyy format;  
**Records Destruction/Deletion/Transfer to Archives:** Check the appropriate box for whether you intend to destroy the records OR transfer them to University Archives;  
**Schedule Type:** Check the schedule type providing authority to destroy records or transfer records to University Archives (WSU General Schedule or Unit/Dept Schedule).

RECORDS SERIES and VOLUME (for paper records, measure in cubic feet (1 letter-size drawer= 1.5 cu. ft., 1 records box= 1 cu. ft.); for electronic records, measure in GB)	INCLUSION DATES (MM/DD/YYYY)	RECORD DESTRUCTION OR TRANSFER (CHECK TYPE)	SCHEDULE TYPE (CHECK TYPE)
		<input type="checkbox"/> Destroy /Delete <input type="checkbox"/> Transfer	<input type="checkbox"/> General <input type="checkbox"/> Unit/ Dept
		<input type="checkbox"/> Destroy /Delete <input type="checkbox"/> Transfer	<input type="checkbox"/> General <input type="checkbox"/> Unit Unique
		<input type="checkbox"/> Destroy /Delete <input type="checkbox"/> Transfer	<input type="checkbox"/> General <input type="checkbox"/> Unit Unique

RECORDS SERIES/VOLUME	INCLUSION DATES (MM/DD/YYYY)		RECORD DESTRUCTION OR TRANSFER (CHECK TYPE)		SCHEDULE TYPE (CHECK TYPE)	
			Destroy /Delete	Transfer	General	Unit Unique
			Destroy /Delete	Transfer	General	Unit Unique
			Destroy /Delete	Transfer	General	Unit Unique
			Destroy /Delete	Transfer	General	Unit Unique
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			Destroy /Delete	Transfer	General	Unit Unique