**Records Disposal Form**

This form should be used in conjunction with the [SGUL Records & Disposal Policy](https://www.sgul.ac.uk/images/docs/pdfs/Retention_and_Disposal_Policy_2018.pdf) and the [Retention Schedules](https://www.sgul.ac.uk/images/docs/pdfs/May_2018_Retention_Schedules.pdf).

If you require advice on the disposal process contact the Records Manager at [khylan@sgul.ac.uk](mailto:khylan@sgul.ac.uk)

Before disposing of any records you must determine if there is a legal hold on the records that will prohibit disposal. E-mail [legal@sgul.ac.uk](mailto:legal@sgul.ac.uk) for advice. Please note you will receive a response within a month.

If you wish to transfer records to the Archives or the retention schedules indicate records should be transferred to the Archives contact the Archivist at [archives@sgul.ac.uk](mailto:archives@sgul.ac.uk).

|  |  |  |  |
| --- | --- | --- | --- |
| Institute or Professional Services Area: | | | |
| Name: | | | |
| Date: | | | |
| Details of records to be disposed of: | | | |
| Check for legal hold on the records: Yes 🞏 (if yes do not dispose of the records) No 🞏 | | | |
| Reason for disposal i.e. end of retention period : | | | |
| Format: | Hardcopy 🞏 | Electronic 🞏 | Other 🞏 |
| Method of disposal: | | Destruction 🞏 | |
| Transfer records to the Archive 🞏 | |

Authorised by[[1]](#footnote-1): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. The destruction of records should be approved by an authorised person within the department i.e. Head of Institute, Director, or nominated deputy. [↑](#footnote-ref-1)