**Request for Disposal Approval**

As Head of this organisational unit I authorise the appropriate destruction of these records in accordance with the approved disposal authorities.

Name: Position:

Signature: Date:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **File Ref** | **Description** | **Date Range** | **Disposal Date** | **Disposal Authority** | **Reference** | **Disposal Action** |
|  | *Example* - Exam papers - Bachelor of Business 2012 | 01/01/2011 – 08/01/2011 | 09/07/2011 | QDAN601 V2 QDAN249 V6 | 601.2/C247 | Retain for 6 months after last action. |
|  |  |  |  | QDAN601 V2 QDAN249 V6 |  |  |
|  |  |  |  | QDAN601 V2 QDAN249 V6 |  |  |
|  |  |  |  | QDAN601 V2 QDAN249 V6 |  |  |
|  |  |  |  | QDAN601 V2 QDAN249 V6 |  |  |
|  |  |  |  | QDAN601 V2 QDAN249 V6 |  |  |

**Reference** Corresponding record number from the Schedules e.g. 601.2/C247  **Disposal Action** The prescribed minimum retention period for these records  
**Disposal Authorities** QDAN601 V2 – University sector QDAN249 V6 – General Administration

Destruction Date Destroyed by   
  
Please use a locked Confidential bin for destruction of official University records.   
Please Email or forward this form to RAMS once final destruction has been completed. This document is kept as a permanent record of the University.