

## PPL FORM: APPLICATION FOR APPROVAL FOR THE SECURE DESTRUCTION OF LOCALLY HELD PAPER OR DIGITAL RECORDS

In accordance with the University of Queensland's *Destruction of Records Procedure*, this log of records has been compiled with reference to the latest versions of the approved retention and disposal schedules that apply to UQ's records. That is: : 1) General Retention and Disposal Schedule (GRDS) and 2) University Sector Retention and Disposal Schedule. The latest versions have been accessed through the website: <https://www.forgov.qld.gov.au/search-retention-and-disposal-schedule>

TO: UQ Records Manager, Records Management and Advisory Services via email [UQCentralRecords@uq.edu.au](mailto:UQCentralRecords@uq.edu.au)  
 FROM: {Please complete}  
 DATE: {Please enter}

As the officer delegated by the Vice Chancellor in accordance with the Public Records Act (2002), please review and approve the following log of records' eligibility for confidential destruction.

Organisational Unit:	Compiled & checked by:	RMAS USE: Check:
Contact Details:	Date:	Date:

For assistance in completing this form, please contact the Records Management & Advisory Services (RMAS) team. Phone: 336 53228 (Records Analyst – Research & Lifecycle Management Stream) or [UQCentralRecords@uq.edu.au](mailto:UQCentralRecords@uq.edu.au)

ITEM NO.	Business Area Unique Identifier if applicable	Title of Records and Description	Date Range Date from and to	Disposal Authority Reference #	Disposal Action Summary	Format/media type: Paper / Electronic / Both	Name of system of records e.g. TRIM, SharePoint, etc where the records are registered.	RMAS USE ONLY
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								

### ENDORSEMENT OF ELIGIBILITY FOR DESTRUCTION / DISPOSAL

If your area has **no ongoing business or legal need** to retain these records, please approve of their disposal / destruction in the applicable area in table below.

PLEASE NOTE: This section is also used to indicate that you do not endorse/do not approve of their destruction. In the Comment area please provide details of your **reason/s for not approving** their destruction.

<b>Head of Business Area/Unit:</b>	[insert name of officer]	[insert position of officer & contact details]	Signature:	APPROVED / NOT APPROVED Date:
	<b>Comment:</b> As the Information Steward / Information Domain Custodian I have reviewed the details of these listed records and to the best of my knowledge I know of no further business or legal reasons why these records cannot be destroyed.			

Once endorsed by the above authorised officer send to UQ Records Manager via [UQCentralRecords@uq.edu.au](mailto:UQCentralRecords@uq.edu.au) for review and approval. These records will be further assessed and a decision can be expected within 7 days.

<b>UQ Records Manager: (RMAS)</b> (VC Delegated Officer)	Marie de Groot	Manager, Records Management Ph: 336 52284	Signature:	APPROVED / NOT APPROVED Date:
	<b>Comment:</b>			

<b>Legal Office:</b> (if applicable)	[insert name of officer]	[insert position of officer & contact details]	Signature:	APPROVED / NOT APPROVED Date:
	<b>Comment:</b>			

<b>RTI Office:</b> (if applicable)	[insert name of officer]	[insert position of officer & contact details]	Signature:	APPROVED / NOT APPROVED Date:
	<b>Comment:</b>			