



# Shawnee State

---

## UNIVERSITY

### Records Disposition Approval Form

#### Division

- Division**
- Academic
  - EM & Student Affairs
  - Finance & Adm
  - External Affairs
  - Executive

#### Department

Department/Office

Location

#### Record Details

Record Series

IUC Code

Span Dates

Description

Disposition Instructions

- Dispose
- Dispose (secure)
- Transfer to Storage

Are Records Still Created

- Yes
- No

Retention Period      From

To

Medium

- Paper
- Electronic
- Other

If other, please specify

---

Records Custodian Name

Date

Records Custodian  
Signature

**Approvals**

Department Head Name

Date

Department Head  
Signature

Records Manager Name

Date

Records Manager  
Signature