



Requisition to Destroy Records Form

The Requisition to Destroy Records (RDR) form is used to ensure the authorized, controlled, and documented destruction of University records once they have met their retention period (according to approved Records Authority Schedules).

Instructions: Complete the form below and submit it to the [Access and Privacy Office](#). The form may be signed using either a digital signature or by printing the form and faxing it to 204-474-9308. Be sure to complete a **separate form** for **each series** of records to be destroyed. The Access and Privacy Office will assign the RDR number and return an approved copy for your records. Once you have received a copy of the approved RDR, you may proceed with the confidential destruction of the records.

RDR # 20__ - ____

Date:

Faculty/Unit: _____ Office: _____

Contact: _____ Email: _____

Records to be Destroyed

Records Authority Schedule (Series ID) : _____

Series Title (as on Records Authority Schedule): _____

Volume of Records to be Destroyed (# of boxes): _____

Retention Period as on Records Authority Schedule: _____

Date Range of Records to be Destroyed: _____

Brief Description of the Records to be Destroyed: _____

Method of Destruction: Confidential Shredding Deletion (Electronic)

X

Unit Records Administrator or Unit Head

X

University Records Manager
Access and Privacy Office

