



**University
of Manitoba**

Access and Privacy Office
233 Elizabeth Dafoe Library
Winnipeg, MB R3T 2N2
Fax: (204) 474-9308
Email: fippa@umanitoba.ca

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 via email to fippa@umanitoba.ca, or by faxing it to 204-474-9308. Be sure to complete a separate form for each series of records to be confidentially destroyed.

Unit Information

Faculty/Unit: _____ Office: _____

Contact Name: _____ Date: _____

Records to be Destroyed

Physical Records Electronic Records

Records Authority Schedule (Series ID) : _____

Series Title (as on Records Authority Schedule): _____

Extent of Records to be Destroyed (inches/boxes/MG): _____

Retention Period as on Records Authority Schedule: _____

Date Range of Records to be Destroyed: _____

Brief Description of the Records to be Destroyed:

X

Unit Head or Unit Records Administrator

X

Records Manager, Access & Privacy Office

Administrative Use Only:

RDR #: _____



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File List (Optional)