

Records Disposal & Relocation Notification Form



The University of the South Pacific
Records Management
records@usp.ac.fj | (679) 323 1687
www.usp.ac.fj/records

Name of file/s to be destroyed (attach a separate sheet if you require additional lines. A template is available on the Records Management web pages)

Record Type

Hard-copy Electronic Photographic Audio/Visual Other
Other

Status

Confidential Non-confidential

Requesting staff member

Name

Dept./Unit/School

Phone

Email

Destruction

Transfer to USP Archive

Disposal request verified/endorsed by Faculty/Section/Campus*

Name

Position

Signature

* **Persons with authority to verify/endorse request to destroy/relocate:**

Faculty: Deans - **Section:** SMT member, Directors, University Librarian, Manager CSS

Regional Campus: Campus Director, Vice-President (Regional Campuses and E&I)

For assistance, please contact the Records Officer (Retention & Disposal) on ext. 32031

Please print, sign and forward your completed form to Records Management - records@usp.ac.fj

Records Office Use

Date received

Recommendation to VC

Disposal method recommended

Signature
(*Manager, Records Management*)

Vice-Chancellor approval

Disposal method

Date