

# 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

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**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

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## Requesting staff member

Name

Dept./Unit/School

Phone

Email

Destruction

Transfer to USP Archive

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## Disposal request verified/endorsed by School/Section/Campus\*

Name

Position

Signature

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

**Schools:** Head of Schools - **Section:** SMT member, Directors, University Librarian, Manager CSS **Regional Campus:** Campus Director, Vice-President (Regional Campuses and E&I)

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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