

Texas A&M University-Kingsville
RECORDS DESTRUCTION FORM

Department		Contact Person		Number of Containers	
Date	Office Address			Telephone	
Description of Records & Records Retention Agency Item Number			Date Range From-To(mm/yy)	Retention Period	Medium

Departmental Certification/Request for Destruction

We certify that these state records are past the retention period specified by The Texas A&M University System Records Retention Schedule and that all audit and administrative requirements have been satisfied.

CAUTION: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Texas Government Code §441.187(b). Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the Systems Records Retention schedule, whichever is later.

_____ Department Head Signature

_____ Date

Required Approval	Departmental Destruction
<p>_____ Registrar Signature _____ Date</p>	<p>Date of Records Destruction</p>
	<p>Destruction Method _____ Shredding _____ Electronic</p>
<p><input type="checkbox"/> Certificate of Destruction Attached</p>	<p>Witness Signature & Date: Note: Once destruction of documents has been completed, a copy of this form needs to be submitted to the Office of the Registrar, TAMUK.</p>