



**REQUEST TO DESTROY UNREGISTERED DOCUMENTS**

Note: Files which have been registered in the University's recordkeeping system **must not be destroyed**.  
Return registered files to Records Management Services when no longer required.

**Description of the documents**

**What subject matter do the documents record?**

- Administration
- Students
- Financial
- Teaching
- Staff
- Other (please specify) \_\_\_\_\_

**Date range of the documents**

**Who owns the documents?**

**Your details**

Name

Email/Telephone number

Department/Office

Date

.....

**Archives and Records Management Services use**

GDA

Disposal action

Approving officer

Date