

CERTIFICATE OF RECORDS DESTRUCTION (CRD)

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|--|--|--------------------------------------|------------------|------------------------------|
| This Certificate is used in conjunction with the Youngstown State University General Records Retention Schedule and only pertains to records <i>originating from</i> the department preparing the form. The YSU Records Retention Schedule is approved by the YSU General Counsel's Office. Any other retention schedule does not support or justify records destruction. Download form to complete and submit to archives@ysu.edu for approval. Besides transient records, records may not be destroyed without receiving prior approval. Records with potential historical value must be appraised by the University Archives for possible transfer. List all records ¹ to be destroyed and retain CRD in department office indefinitely. <i>Send one signed copy to Maag Library Archives at least two (2) weeks prior to the destruction of records via email.</i> | | | | |
| Date Prepared: | Proposed Date of Destruction (destruction can only occur once approval is received): | Office & Department/Unit: | Division: | Building & Room#: |
| Person Completing Form: | | Email: | Phone: | |
| Department Head or Records Custodian Name: | | | Title: | |
| Department Head or Records Custodian Signature: | | | Date: | |
| The signature below certifies approval of the destruction of the records listed on the detail portion of the certificate based on the information provided by the department completing this form. | | | | |
| Records Management Officer or University Archives: | | Signature: | Date: | |

INFORMATION ABOUT RECORDS TO BE DESTROYED:

Record Series Title and Description: List the record series (as it appears on the records retention schedule) that your unit intends to destroy – use a separate row for each record series; **IUC Code and Retention period:** Both are listed with the record series on the retention schedule; **Inclusion Dates:** Enter the Begin and End dates in mm/yyyy format; **Format:** The type of medium the records are (paper, digital, recordings, etc.); **Volume/Size:** Records quantity (# of boxes, folders, or gigabit size); **Method of Destruction:** shredding, deletion, recycling, etc.

¹ University records include all information, regardless of **format** (paper, electronic, etc.), created or received by a university office that documents the functions, policies, procedures, decisions, operations or other activities of the office. Retention periods apply to records regardless of format. Paper records that require destruction in a manner that protects confidentiality must be destroyed by YSU's approved secure shredding services. Please contact the YSU Maag Library Archives for questions.



| Line # | Record Series Title and Description <i>(i.e., Time-keeping Documentation Time sheets of student workers)</i> | IUC Code <i>(i.e., PER6000)</i> | Retention Period <i>(i.e., 5 years; Destroy)</i> | Inclusion Dates From - To <i>(mm/yyyy)- (mm/yyyy)</i> | Format <i>(i.e., Paper, recordings, digital)</i> | Volume/Size <i>(i.e., 1 box, 60MB)</i> | Destruction Method <i>(i.e., Shred/delete/recycle/trash)</i> |
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Are these documents being used in any current or pending litigation/investigation?

Yes

No