

## CERTIFICATE OF RECORDS DISPOSAL (CRD)

Instructions: This form is to be used in conjunction with the General and Departmental Records Retention and Disposition Schedules. List all records destroyed<sup>1</sup> and retain CRD in office for 10 years. Send a copy of the completed CRD to the University Records Manager, Center for Archival Collections, 5<sup>th</sup> Floor Jerome Library, via campus mail or email. For assistance completing a CRD, contact the University Records Manager at 372-9614 or recordsmanager@bgsu.edu.

**Originating Office:** \_\_\_\_\_

**Building/Room Number:** \_\_\_\_\_

**Person Completing Form (print):** \_\_\_\_\_

**Authorized Department Official Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Schedule Number	Record Series Title	Inclusive Dates of Records	Format (paper, digital, microform, etc.)	Date of Retention Schedule Approval	Date of Disposal

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<sup>1</sup> Note: University records include all information, regardless of format (paper, electronic, microform, 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 shredded by BGSU's approved shredding vendor. Please contact the University Records Manager for assistance in scheduling shredding services.