**Authorization to Destroy Paper Records**

**Before** a college/university office may destroy any paper record that has not met its required retention period and keep only a digital surrogate of that record, **all** the following conditions must be met:

□ The office agrees to abide by all guidelines and best practices as published by the Department of Natural and Cultural Resources, including [File Format Guidelines](https://archives.ncdcr.gov/documents/file-format-guidelines-management-and-long-term-retention-electronic-records) and [Best Practices for File-Naming](https://archives.ncdcr.gov/documents/best-practices-file-naming).

□ An electronic records policy has been approved by the office and authorized by the Department of Natural and Cultural Resources.

□ All records series that will be scanned and their paper records destroyed after quality audits are listed in the table below:

|  |  |  |
| --- | --- | --- |
| **Records Series Title** | **Inclusive Dates** (e.g., 1987-1989;2005-present[[1]](#footnote-1)) | **Required Retention Period** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

□ Quality control audits have been performed on the electronic records.

□ The digital surrogates will be retained for the entirety of the required retention period.

|  |  |  |  |
| --- | --- | --- | --- |
| Requested by: |  |   |   |
| Signature | Title | Date |
| Approved by: |  |  |   |
| Signature | Department/Office Head | Date |
| Concurred by: |  |  |  |
| Signature | College/University Records Officer | Date |

1. If an office uses an open-ended date on this authorization from, the destruction of records must be listed on a destructions log with the precise dates of the records destroyed at a given time. [↑](#footnote-ref-1)