**Request for Disposal of Original Records Duplicated by Electronic Means**

*If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.*

This form is used to request approval from the University Archivist/Records Officer to dispose of non-permanent paper records that have been scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to a digital environment. This form does not apply to records that have been microfilmed or photocopied or to records with permanent retention.

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| **Contact Name:** | **Date (MM-DD-YYYY):** |
| **Phone (area code):** | **Email:** |
| **Office:** |

**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 University Archivist.
* Quality control audits have been performed on the electronic records.
* The digital surrogates will be retained for the entirety of the required retention period.

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| **Records Series Title** A group of records as listed in records retention schedule | **Description of Records**Specific records as referred to in-office | **Inclusive Dates**(1987-1989; 2005-present)1  | **Approx. Volume of Records** (e.g. “1 file cabinet,” “5 boxes”) | **Retention Period** As listed in records retention schedule |
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| Requested by: |  |   |   |
| Signature | Title | Date |
| Approved by: |  |  |   |
| Signature | Requestor’s Supervisor  | Date |
| Concurred by: |  |  |  |
| Signature | University Archivist / Records Officer | Date |

 If an office uses an open-ended date on this authorization form, the destruction of records must be listed on a destructions log with the precise dates of the records destroyed at a given time.