

**Union College Institutional Archives**  
Lora McMahon King Heritage Room  
**Certificate of Records Review/Disposal**

Date received in Archives: \_\_\_\_\_  
Record group: \_\_\_\_\_

**Instructions:** This form is used in conjunction with the Records Retention Schedule and other established guidelines. This form applies to all academic and administrative units on the Union College campus. Records Destruction may not take place if there is an open records request, or if there is pending litigation or audit involving these records. Only those title of record series with the same history of record series should be processed on this form. Use multiple forms if necessary.

**History of Record Series**

Entity/Office of origin: \_\_\_\_\_ Depositor/Officer: \_\_\_\_\_

Person who did the transfer: \_\_\_\_\_ Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_ Date: \_\_\_\_\_

Date received in the Archives: \_\_\_\_\_

Person who processed the record series: \_\_\_\_\_ Date: \_\_\_\_\_

**Approvals for Review / Destruction**

Head of entity: \_\_\_\_\_ Archives: \_\_\_\_\_ Date: \_\_\_\_\_

**Certificate of Records Review / Disposal**

Accession #	Box # _ of _	Title of Record Series	Alphabet Range _ to _	Date(s) of records _ to _	Disposition	Record Volume in inches	Date of Review and Further Disposition	Date of Record Destroyed and Method of Destruction

**Final disposition codes:** Archives = Union College Institutional Archives, HR = Heritage Room (open to public), D = discard/shred/erase (year), R (year) = review with Archives for final disposition.