



# Records Disposal and Authorization

College or Administrative Unit

Department/Office

Division Name

Chief Financial Officer

We certify that the records listed below are no longer of any value for official or administrative purposes and that they are eligible for disposal in accordance with the [Retention and Disposal Schedule for University Records](#) (referenced in University of Memphis policy BF4005). We therefore request and authorize disposal in accordance with this policy.

**NOTICE OF INTENTION: The scheduled records listed below are to be disposed of in the manner checked (specify only one):**

Destruction       Scanning/Destruction       Other:

Select the Type of Record

Student Information Records (SW-U06)

Date From

Date To

Volume of Records

Retention Period

Proposed Disposal Date

08/01/2016

07/31/2017

4 CF

5 YRS

06/01/2022

Description/Comments

Student advising files for Academic Year 2016-2017 and includes files from Fall 2016, Spring and Summer 2017.

X

Select the Type of Record

Attendance and Leave Records (SW09)

Date From

Date To

Volume of Records

Retention Period

Proposed Disposal Date

07/01/2016

06/30/2017

1 GB

5 YRS

07/01/2022

Description/Comments

Employee leave requests submitted to supervisor/department head for 2016-17 fiscal year.

X

Add Section

Requestor Name

Date

Phone

Ladonnal Curry

09/07/2022

Approving Authority Username

Approving Authority Name

Approving Authority Email

tiger

Tina Tiger

tiger@memphis.edu

Provost/Vice President Username

Provost/Vice President Name

Provost/Vice President Email

kurapati

Raajkumar Kurapati

kurapati@memphis.edu