

Changes to Retention Schedules
Form to be Used: **“Records Series Description Form”**

Adding Records Series

1. Fill out “Records Series Description Form.” (May obtain a copy from University Archives) Complete all sections.
2. Circle the word **added** in the “Instructions” box in top right corner of the form.
3. University Archives will review for historical, legal, or fiscal value of the records and send you a form for approval.
4. Sign the form and return it to University Archives.
5. We will then revise your records schedule to include the new records series.

Deleting Records Series

1. same as above
2. Circle the word **deleted** in the “Instructions” box in top right corner of the form.
3. Send completed form to University Archives.
4. We will send you a revised copy of your retention schedule with series deleted.

NOTE:

For obsolete records ONLY:

Note on form if this **entire** series has been destroyed or if it has been sent to University Archives. This does **not** apply to ongoing series. Record destruction of ongoing series on “Records Retention Review Form.”