



# Records Management and Retention (RMR) FSA - RMR Office Request for Destruction of University Records

**Instructions:** This form is only for destruction of documents. If you have any questions, please contact FSA - RMR Office (575) 646-8324 or visit <http://rmr.nmsu.edu/>. Send completed forms to FSA - RMR Office, MSC 3FSA, email to [rmroffice@nmsu.edu](mailto:rmroffice@nmsu.edu), or fax a copy to (575) 646-1994.

<b>Contact:</b>		<b>Department:</b>		<b>Phone:</b>	
<b>Email:</b>		<b>Are Records Confidential? Yes:</b> <input type="checkbox"/>		<b>No:</b> <input type="checkbox"/>	
<b>Media Type</b>					
Paper <input type="checkbox"/> Electronic <input type="checkbox"/>					
<b>Destruction Log</b>					
Line #	Record Series No. and Title <a href="http://rmr.nmsu.edu/NMACs.html">http://rmr.nmsu.edu/NMACs.html</a>	Volume (# Bins/Boxes)			
1					
2					
3					
4					
5					
<b>Subtotal Volume (#Boxes) from continuation sheet</b>					
<b>Total Volume (#Boxes)</b>					
<b>Remarks</b>					
<b>Department Signatures</b>					
Prepared by:					
Name (printed)		Signature		Date	
<b>FSA - RMR Office use ONLY</b>					
Work Order#:					
<b>Destruction Method</b>					
<input type="checkbox"/> Shred		<input type="checkbox"/> Confidential: Cintas Pick Up		<input type="checkbox"/> Recycle	
<input type="checkbox"/> Delete Electronic Files					
<b>F.A.T.E. Warehouse Delivery (for Confidential Only)</b>					
SRCA#:		SRCA Approval Date:			
Number of Boxes		Received From		Date	
		Name (printed)		Signature	
Approved by RMR Office:					
Name (printed)		Signature		Date	

## Request for Destruction of University Records Continuation Sheet

<b>Contact:</b>		<b>Department:</b>		<b>Phone:</b>	
<b>Email:</b>		<b>Work Order#:</b>			
<b>Destruction Log</b>					
Line #	Record Series No. and Title ( <a href="http://rmr.nmsu.edu/NMACs.html">http://rmr.nmsu.edu/NMACs.html</a> )	Volume (#Boxes)			
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					
31					
32					
33					
34					
35					
36					
37					
38					
39					
40					
<b>Subtotal Volume (#Boxes)</b>					

## Instructions

1. Enter Contact Name (who will be able to answer any questions we may have).
2. Enter Department name
3. Enter Telephone number
4. Enter Email address (for Contact).
5. Indicate if the records are confidential or sensitive. Do the records contain unique identifying data such as a social security number or any other personal information? Please see (<http://rmr.nmsu.edu/faq.html#A2>) for more information.
6. Indicate the type of media (paper, electronic). Note: Do not mix media types on one form. Submit a different form for each media type.
7. Use the State of New Mexico retention schedule to complete the remainder of the form. (links to the appropriate New Mexico Administrative Codes are located at <http://rmr.nmsu.edu/resources.html>).
  - a. Record series number and title
8. Volume of records to be disposed. (# green bins, # boxes, # file cabinet drawers, etc).
9. Enter Total Volume (# of Boxes).
10. Enter any special items in the remarks section.
11. Complete the Department section with the signature of the preparer of the form, the printed name, and the date. Leave the section marked "For FSA-RMR Office use ONLY" blank.
12. Submit the completed form to the FSA – RMR Office, MSC 3FSA, email to [rmroffice@nmsu.edu](mailto:rmroffice@nmsu.edu), or fax a copy to (575) 646-1994.
13. Contact the FSA - RMR Office at (575) 646-8324 if you have any questions.