INSTRUCTIONS FOR FILLING OUT
THE RECORDS DESTRUCTION FORM

1. This form is required only for the destruction of the record copy of state records. The record copy
is the official copy that must be maintained for the period designated on the A&M System Records Retentions
Schedule. NOTE: Other copies of a record are convenience copies and can be destroyed without submitting
this form.

2. Fill in your department name, date, office address and mail stop, and phone number. Please
submit the original of the Records Destruction form. Keep a copy for your reference.

3. Locate a description of your records in the current A&M System Records Retentions Schedule and
write the Agency Item number(s) (RRS field #3) that corresponds with the records series in the
column labeled Retention Schedule Agency Item #. If you are unsure what type of records you
have, please call (361) 825-2643 for assistance.

4. Fill in the description of the records in the Description column. The description can include the
Retention Schedule description or your own specific document description.

5. Fill in the Date Range of the records. Please include month and year.

6. Fill in the Retention Period listed for the records in the System Records Retention Schedule.

7. Fill in the Medium of the records (for example, paper, electronic, etc).

8. Check the Departmental Certification/Request for Destruction box to certify that the listed
records are eligible to be destroyed in accordance with the System Records Retention Schedule and
administrative requirements.

9. The Department Records Coordinator and the Department Head must sign the form before it will
be reviewed for approval by the Records Officer.

10. Once the records retention codes and dates have been checked by Texas A&M University -
Corpus Christi Records Officer and the records are approved for destruction, the form will be
returned via e-mail to the department. At that time the records may be destroyed.

11. When records have been destroyed complete the Departmental Destruction box at the bottom
right corner of the destruction form and return it to the Administration Office in the Mary and Jeff
Bell Library for filing. Attention Records Retention, LIB-207, Unit-5702