

**Records Management Program**

**Records Disposition Authorization Form**

Physical Records

TRANSFER to UNIVERSITY ARCHIVES

**Purpose**

In accordance with the Records Management Policy this form authorizes records identified under [DalCLASS](https://libraries.dal.ca/find/university-archives/records-management/rm-resources/dalclass.html) for the disposition of transfer to University Archives.

* Forward completed form to DalRM@dal.ca for final authorization.
* A records inventory list **must** be included with form
* For further instructions refer to Records Management Office [website](https://libraries.dal.ca/find/university-archives/records-management/rm-resources.html) or email DalRM@dal.ca

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| --- | --- |
| **Unit Contact** | **Signing Authority** |
| Name: | Name: |
| Position/Title: | Position/Title: |
| Department/Unit: | Signature: |
| Email: | Date Approved: YYYY/MM/DD |
| **Description of Records** |
| Number of Boxes: | DalCLASS Code(s): | Year Range:  |
| Box numbers: |
| Disposition: | **Transfer to University Archives** |
| Summary of content: *[a high-level description, 3-5 sentences]* |
| *(For more details see attached inventory)* |
| **Final Authorization** *This authorizes that the records described and listed can be transferred to the University Archives as identified above.*Name: Michael Vandenburg, (Acting) Associate Dean Archives, Records Management, & Special Collections Signature: Date Approved: YYYY/MMM/DD  |