



Records Destruction Form

Revised: August 21, 2025

a. Department		
b. Date	c. Administrative Unit / Location	d. Requestor Telephone

e. Retention Schedule Item Number	f. Description of Records	g. From Date	h. To Date	i. Retention Period	j. Records Medium

k. Departmental Certification and Request for Destruction

Certification: We certify that these state records are past the retention period specified by The Texas A&M University System Records Retention Schedule and that all audit and administrative requirements have been satisfied.

Caution: A state record may not be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Tex. Gov't Code § 441.187(b). Any record subject to federal audit must be retained until the expiration of the audit period or the period specified in the System Records Retention schedule, whichever is later.

l. Required Approvals (Signature and Date)		Administrative Unit Destruction	
Administrative Unit		m. Destruction Date	
Department Head		n. Destruction Method	Shred Electronic
Records Officer		o. Destruction Witness	

TEXAS A&M FOREST SERVICE RECORDS DESTRUCTION FORM

INSTRUCTIONS

Complete steps a through o in order.

- a. Enter the name of the department which owns the records.
- b. Enter the date of the request to destroy state records.
- c. Identify the administrative unit with custody of the state records. Administrative unit often refers to a specific office (city), but more than one administrative unit might exist at a single field office. A department might have records in one or more administrative units, and an administrative unit might hold records for more than one department.
- d. Enter the contact telephone number for the requestor.
- e. Enter the identification number from the Records Retention Schedule for the administrative unit.
- f. The description can include the record title on the Records Retention Schedule along with more specific document descriptive information.
- g. Enter the beginning month and year for the records.
- h. Enter the ending month and year for the records.
- i. Enter the retention period from the Records Retention Schedule.
- j. Identify the form of the records. Example: paper or electronic.
- k. The certification statement applies to the administrative unit and the department head.
The caution statement is a reminder of circumstances which might extend the required retention of the records past the retention period on the Records Retention Schedule.
- l. Signatures and dates are required from the administrative unit (requestor), department head, and Records Officer **before the state records can be destroyed.**

*State Records may NOT be destroyed until the Records Officer has returned a fully approved copy of the Records Destruction Form to the administrative unit. Only after the Records Officer has approved the destruction form can you fill out items m., n., and o. **Do not fill out the Administrative Unit Destruction box until the rest of the form is completed and approved.***

- m. Enter the date of destruction of the state records.
- n. Circle the method used to destroy the state records.
- o. An employee who witnesses the records destruction must sign and date the form.

Retain a copy of the completed Records Destruction Form, and send the original to the Records Officer.