



RECORDS DISPOSITION AUTHORITY

CAUTION: University Records must not be destroyed if a legal hold has been issued or an access to information request or any other action involving the records is initiated before the expiration of the retention period.

The RDA, once complete, must be stored with the University's designated Disposition Repository to ensure accurate search and retrieval for compliance under the Access to Information Act.

Business Unit Information

Department/Business Unit:

Department ID:

Location of records:
(physical or electronic)

Quantity:
(boxes or MB)

Record Information

Records Description

Date Range

The following information is to be taken from an approved Records Retention Schedule. Records can only be part of one records series, and each form can only contain records from a single series.

Record Category:

Description and Scope Notes:

Inactive Trigger:

Retention Period:

Final Disposition:

Office of Record:

Authorization for Disposition

I, the designated Records Management Coordinator, having reviewed the list of records and found them to be obsolete in accordance with the indicated records retention schedule. I certify that to the best of my knowledge, all audit requirements have been satisfied, and these records are not subject to any current or pending litigation, subpoena, or other legal demand for their retention or disclosure.

Name: _____ Signature: _____

Email: _____ Phone: _____

Name of Administrative Head: _____

Archivist Use Only (if applicable)

Name: _____ Date: _____

Accession Decision: ☐ Approved ☐ Rejected

Signature: _____

Disposition Action

Destruction		Archive/Transfer
☐ Shredding	☐ Deletion	Transferred to: ☐ University of Alberta Archives ☐ Other: _____
☐ Released for Destruction to: Vendor Name: _____ <i>If destruction is performed by an external party, attach certificate of destruction to this form.</i>		
Witness Name: _____ Signature: _____		
Date: _____		