AUARC Use only
Date Received in Archives

_____

Record Group #

_____

Andrews University Archives and Records Center

616/471-3986 archives@andrews.edu **room 160, James White Library**

CERTIFICATE OF RECORDS REVIEW/DISPOSAL (CRRD)

Note: This form is used in conjunction with the Records Retention Schedule (RRS), and other established guidelines. This form applies to all academic and administrative units on the Andrews University campus. Records DESTRUCTION may not take place if there is an open records request, or if there is pending litigation or audit involving these records. Only those Title of Record Series with the same History of Record Series should be processed on this form. Use multiple forms if necessary.

History of Record Series

Entity/Office of Origin _____ **Depositor/Officer** _____

Person Who Did the Transfer _____ **Phone** _____

E-mail _____ **Date** _____

Date Received in AUARC _____

Person Who Processed the Record Series_____ **Date** _____

Approvals for Review/Destruction:

Head of Entity _____ **AUARC/AHC** **Date**_____

Certificate of Records Review/Disposal

Codes for Final Disposition: Archives = University Archives, AHC = Adventist Heritage Center, D = discard/shred/erase, R = review with AURC for PERM in RC or Archives, or D(year)

Acct. #	Box #	Title of Record Series	Alphabet Range __to__	Date(s) of Records __to__	Disposition RRS	Record Volume in inches	Date of Review and Further Disposition	Date of Record Destroyed and Method of Destruction