USC Archives and Records Management

DEPARTMENT REQUEST FOR RECORDS DESTR ION

SAMPLE

DEPARTMENT: *Any Department*

CONTACT PERSON: *Jane Doe*

ADDRESS: *100 Campus Place*

TELEPHONE: *555-0000*

RECORDS OFFICER'S APPROVAL:

LEAVE BLANK

RECORDS SERIES TITLE	RETENTION SCHEDULE	INCLUSIVE DATES	VOLUME (cubic feet)
Financial Records	USC-AA&AD-7	Jan 1990 - June 1994	4.0
Student Admissions & Enrollment Files	12-809.10	July 1985 - June 1991	2.5
Grants and Contracts (approved)	USC-09806	July 1990 - June 1993	.5