


Method of Destruction:

Shred paper records yourself, in your department/unit  
Utilize locked bins for paper shredding through the Office of Recycling  
& Resource Management.

Indicate Bldg Location \_\_\_\_\_ Room # \_\_\_\_\_

Dispose of electronic records only

Other:

\_\_\_\_\_

## RECORDS MANAGEMENT DESTRUCTION REPORT GENERAL INSTRUCTIONS

A destruction report is required to document disposal of all official records. This report identifies the type of record (s), the creation date of the record, and quantity of records being destroyed. Destruction reports throughout the year are to be provided to the Records Management Officer at [rmo@binghamton.edu](mailto:rmo@binghamton.edu). The Records Management Officer will work with departments to verify appropriate retention times have been met for given records on the report and will provide approval for disposal.

***The following information must be provided on the  
Destruction Report***