

NORTHWEST-SHOALS COMMUNITY COLLEGE RECORDS DESTRUCTION NOTICE

1. Records Liaison	2. Supervisor
3. Office/Section	4. Division
5. Today's Date	6. Date Records are to be Destroyed
7. Are records replaced with microfilm copies? () Yes () No	
8. Method of Destruction: () Recycling () Shredding () Landfill () Other	

9. Information on Records to be Destroyed

Subfunction Number See (RDA-Records Disposition Authority)	Record title as listed on RDA	Date Span	Volume (cubic feet)*
Example: 1.04	Registration Records	9-86 – 6-96	12

I hereby certify that the records to be disposed of are represented correctly above and that further retention is not required in accordance with the Records Disposition Authority or for any pending /imminent litigation.

10. Supervisor/Division Chair

Date

11. Chairperson, College Archival of
Records Committee

Date

*See Volume Conversion Chart in (RDA) Policy and Procedures Manual – Page 7
Inclusion in Employee Handbook - Appendix

VOLUME CONVERSION CHART

1 legal size file drawer	2.0 cubic feet
1 letter size file drawer	1.5 cubic feet
1 standard Archives storage box (15" x 12" x 10")	1 cubic foot
15 linear inches (open shelf)	1 cubic foot
Fifty 100-foot microfilm reels (35 mm)	1 cubic foot
One hundred 100-foot-microfilm reels (16mm)	1 cubic foot