

Texas A&M UniversityKingsville  
**RECORDS DESTRUCTION FORM**

Department		Contact Person		Number of Containers	
Date	Office Address			Telephone	
Description of Records & Records Retention Agency Item Number			Date Range From-To(mm/yy)	Retention Period	Medium

CAUTION : A state record may ~~not~~ be destroyed if any litigation, claim, negotiation, audit, open records request, administrative review, or other action involving the record is initiated before the expiration ~~of the~~ record.

Department Head Signature

Date

Required Approval	Departmental Destruction
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_____ Electronic Witness Signature & Date
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☐ Certificate of Destruction Attached