UNIVERSITY RECORD DESTRUCTION NOTICE

Department	Notice of Intent:	
Division	The scheduled records listed below are to be destroyed in thirty days in the manner checked	
Records Liaison Nelson Clark	below. If you object to this scheduled	
Phone <u>256.782.8557</u> Date	destruction contact the:	
	□ University Record Retention Liaison	
Method of destruction:	Proposed Date of Destruction:	
\Box shredding \Box landfill \Box recycle \Box other		
Are recordings being replaced with imaging?		
\Box yes \Box no		
Lhereby certify that the records to be disposed or	f are represented correctly below that any audit	

I hereby certify that the records to be disposed of are represented correctly below, that any audit requirements for the records have been fulfilled, and that further retention is not required for any pending or imminent litigation.

Name and	l Title (Please Type)	Signatu	re	Date
RDA Page #	Volume (See next page for description (Legal/Small Box, Roll, Pages)		ies and Titles as RDA Schedule	Date (s)
Authorization for the Destruction of the records listed above is		The records listed above have been destroyed in the manner shown.		
	roved			
□ Den	ied		Witnessed by	Date
Univers	ity Records Liaison	Date		

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	1 cubic foot
10")	
15 linear inches (open shelf)	1 cubic foot
Fifty 100-feet microfilm reels (35mm)	1 cubic foot
One hundred 100-feet microfilm reels (16mm)	1 cubic foot
Electronic Records	1 byte = 8 bits; 1 kilobyte = $1,024$ bytes;
	1 megabyte = 1,048,576 bytes;
	1 gigabyte=1,073,741,824 bytes
Digital Imaging System	Number of Images