



Records Retention and Destruction Instructions

Student records should be maintained in accordance with state and federal record retention requirements to the maximum extent feasible. The TCSG Procedure on records retention is 6.3.2p and can be found in the Wiregrass Policy Manual as well as the TCSG Policy Manual. Please refer to either of these documents before completing this form to ensure you are in compliance with your instructions.

Form completion instructions: Please complete this form and attached to documents once boxed and sealed for storage. Your notations on this form will be used by Maintenance Staff for document destruction. A copy of the form should be attached to each box.

Records Custodian:

Name _____

Title and Department _____

Date Records Placed in Storage: _____ **Date Records should be Destroyed:** _____

TCSG Policy 6.3.2p Code Reference (please enter the 0415-XXX code from the policy) _____

Description of Records:

Method of Disposal for Records: _____

Person Responsible for Records Disposal:

Name _____ Title and Department _____

Date Records Destroyed _____

*Return completed form to the Records Custodian upon destruction of records.