TO: UQ Records Manager, Records Governance via email [UQCentralRecords@uq.edu.au](mailto:UQCentralRecords@uq.edu.au)

FROM: {Please complete}

DATE: {Please enter}

As the officer delegated by the Vice Chancellor in accordance with the Public Records Act (2002), please review and approve the following log of records’ eligibility for confidential destruction.

| Organisational Unit: |  | Compiled & checked by: |  | RMAS USE: Check: |
| --- | --- | --- | --- | --- |
| Contact Details: |  | Date: |  | Date: |

*For assistance in completing this form, please contact the Records Governance team. Phone: 336 53228 (Records Analyst – Research & Lifecycle Management Stream) or UQCentralRecords@uq.edu.au*

| ITEM NO. | Business Area Unique Identifier if applicable | Title of Records and Description | Date Range  Date from and to | Disposal Authority Reference # | Disposal Action Summary | Format/media type:  Paper / Electronic / Both | Name of system of records e.g. TRIM, SharePoint, etc where the records are registered. | RMAS USE ONLY |
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