To : Records Governance Unit

 Enterprise Risk Services

 Governance and Risk Division

 University of Queensland

 Via email: uqcentralrecords@uq.edu.au

I declare that all the records listed and described in the attached completed PPL form [[1]](#footnote-1) , were approved for destruction in accordance with The University’s *Destruction of Records Procedure* [[2]](#footnote-2) , and have been securely destroyed by way of:

***Tick those that apply –***

* On-site approved confidential destruction bin service.
* Authorised secure destruction service provider pick-up service for bulk volumes.
	+ Provider:
	+ Destruction Certificate Number:

 (Attach a copy)

***And/or if applicable:***

* Internal process for electronic file deletion.

|  |  |
| --- | --- |
| Approved PPL Form TRIM ID number -  |  |
| Destroyed archive box number (if applicable) –  |  |

|  |  |
| --- | --- |
| Signed |  |
| Name (please print) |  |
| Title andUQ Business Unit |  |
| Date |  |

1. *PPL FORM - Approval Request - Disposal of Eligible Time Expired Records*  - <https://ppl.app.uq.edu.au/sites/default/files/Approval_Request_Eligible-Time-Expired-Records.pdf> [↑](#footnote-ref-1)
2. 6.40.04 Destruction of Records - <https://ppl.app.uq.edu.au/content/6.40.04-destruction-records> [↑](#footnote-ref-2)