

**AUM Library  
Archives & Special Collections**

**Records Disposition Form**

Return to:  
Archives & Special Collections  
802 Library Tower

Contact:  
Ph: ext. 3213  
Email: smcneill@aum.edu

Department/Office: \_\_\_\_\_ Date: \_\_\_\_\_

Room No. & Building: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Person: \_\_\_\_\_ E-mail: \_\_\_\_\_

Records/Document Title	Inclusive Dates (month/year)	No. of Boxes	Volume Disposed (cubic feet)
<b>NOTE:</b> A cubic foot is roughly (1) letter-sized archival or office storage box measuring 10x 12x 15 in. For less than a full box, use decimals (ex: 0.25, 0.5)			<b>Totals:</b>

**DO NOT DESTROY THESE RECORDS UNTIL YOU RECEIVE BACK A SIGNED COPY OF THIS FORM.**

Please answer the following questions:

Are copies of these documents also stored either on microfilm or in an electronic format?

Yes      No

Will your department/office require assistance with shredding these records?

Yes      No      If so, please contact the Archives to arrange transfer of the records. Note that there is a per box charge which will be billed to your department or office.

\_\_\_\_\_  
Samantha McNeilly, University Liaison to the  
State Records Commission

\_\_\_\_\_  
Date