

1. ADMINISTRATION/COLLEGE	2. DEPARTMENT/OFFICE	3. UNIT/PROGRAM
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4. ADDRESS (P.O. BOX)	5. CONTACT (Name and Telephone Number)
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SUBMIT TO: Dennis E. Kozak Ph: 392-4180 Director of Records Management University of Florida Box 112011 Gainesville, FL 32611	6. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent. <hr/> <div style="display: flex; justify-content: space-between;"> Signature Date </div> <hr/> Name and Title
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7. RECORDS MG'MT, GENERAL COUNSEL & ARCHIVAL REVIEW RECORDS MG'MT _____ ARCHIVES _____ GENERAL COUNSEL	8. NOTICE OF INTENTION The scheduled records listed in Item 9 are to be disposed of in the manner checked below (specify only one): <input type="checkbox"/> a. Destruction <input type="checkbox"/> b. Microfilm and Destroy <input type="checkbox"/> c. Optical Imaging(Scan) and Destroy <input type="checkbox"/> d. Copy to CD/Disk and Destroy e. Transfer to (Check Appropriate Box): <input type="checkbox"/> UF Archives <input type="checkbox"/> State Archives Other: _____
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9. LIST OF RECORD SERIES

a. Schedule Item	b. Item No.	c. Title	d. Retention (Records Mg'mt Use Only)	e. Inclusive Dates	f. Volume in Cubic Feet	g. Disposition <u>Action and Date</u> Completed After Authorization

10. DISPOSAL AUTHORIZATION (FOR RECORDS MANAGEMENT USE ONLY) Disposal for the above listed records is authorized. Any deletions or modifications are indicated. <hr/> <div style="display: flex; justify-content: space-between;"> Director of Records Management Date </div>	11. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g. <hr/> <div style="display: flex; justify-content: space-between;"> Signature Date </div> <hr/> Name and Title (Print) <hr/> Witness NOTE: Upon disposition retain this form for your records
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UNIVERSITY OF
FLORIDA

**RECORDS DISPOSITION REQUEST
(CONTINUED)**

NO. _____

PAGE _____ OF _____ PAGES

1. AGENCY

2. DIVISION

3. BUREAU

9. LIST OF RECORD SERIES

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