



Request for Destruction of University Records

ROUTING
RMR, MSC 3FSA
rmroffice@nmsu.edu
Phone 646-8324
Fax 646-1994

This form is to be used for confidential documents that have been imaged or loaded into the certified system. If you have any questions, please contact RMR Office (575) 646-8324 or visit <http://rmr.nmsu.edu/>. Send completed forms to RMR Office, e-mail to rmroffice@nmsu.edu, or fax a copy to (575) 646-1994.

SECTION 1: CONTACT INFORMATION

Name: Margo Young Department: Business Operations Support
Phone: (575) 646-8324 E-mail Address: meyoung@nmsu.edu

SECTION 2: REQUEST DETAILS

Media Type: Paper Electronic

Destruction Log			
Line #	Record Classification No. and Title (and secondary description)	Quantity	Dates of Records (MM/YY - MM/YY)
1	1.21.2.337 Educational Financial Aid	9	7/18 - 8/21
	Student Financial Assistance Files		
2			
3			
4			
Total Quantity		9	

Remarks

SECTION 3: OFFICIAL APPROVAL

Contact's Printed Name: Margo Young Signature: _____ Date: 11/30/2021

SECTION 4: TRANSFER OF CUSTODY TO RMR (To be completed at time of delivery of confidential records only.)

Transferred from: _____ Signature: _____ Date: _____
Received by: _____ RMR Signature: _____

SECTION 5: RMR DEPARTMENT USE ONLY		Condition Assessment: <u>N/A</u> Passed on: _____ RMR Initials: _____	
Request #: _____ SRCA #: _____		SRCA Approval Date: _____	
Destruction Method: <input type="checkbox"/> Shred <input type="checkbox"/> Confidential		Transfer to Archives: <input type="checkbox"/> NMSU <input type="checkbox"/> Delete Electronic Files	
Approved by RMR Office:		Date: _____ <input type="checkbox"/> NMSRCA	
Name: _____ Signature: _____		Date: _____	