

How to fill in a University of Kentucky Records Destruction Certificate (RDC) (personnel records example)

1

Use the Records Retention Schedule to find the correct record series(s) and retention period for the documents you have. <https://kdla.ky.gov/records/RetentionSchedules/Documents/State%20Records%20Schedules/KYUniversityModel.pdf>

2

Fill in "Department/Local Government Office" with your college name, UK HealthCare, or highest administrative unit name.

t E-Sign Find text or tools 🔍

Records Destruction Certificate
 Kentucky Department for Libraries and Archives, Archives and Records Management Division
 P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction: University of Kentucky

Department/Local Government Office: [fill in with college or administrative unit]

Division: [fill in with department/center or sub-unit]

Branch/Unit: [further sub-unit]

Schedule Date: 1/18/2024 Destruction Date: Shred

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume <input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes

3

Fill in "Division" with your department name, UK HealthCare unit name, or your specific administrative unit name.

All TOOLS Edit Convert E-Sign

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management
P.O. 10602

Cabinet/Local Jurisdiction: University of Kentucky
 Department/Local Government Office: College name
 Division: [fill in with department/center or sub-unit]
 Branch/Unit: [further sub-unit]
 Schedule Date: 1/18/2024 Destruction Date: Shred

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span

4

Fill in "Branch/Unit" with any further subdivision of your organizational chart that is applicable.

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division
P.O. 10602

Date:

Cabinet/Local Jurisdiction: University of Kentucky
 Department/Local Government Office: College name
 Division: Department name
 Branch/Unit: [further sub-unit]
 Schedule Date: 1/18/2024 Destruction Date: Shred

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume <input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes

5 Fill in today's date (or the date of the RDC)

Records Destruction Certificate
 Kentucky Department for Libraries and Archives, Archives and Records Management Division
 P.O. [Redacted]

Date: [Highlighted]

Cabinet/Local Jurisdiction: University of Kentucky
 Department/Local Government Office: College name
 Division: Department name
 Branch/Unit: Business Office

Schedule Date: 1/18/2024 Destruction Date: [Blank] Shred [Dropdown]

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume
			<input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes

6 Fill in the Destruction Date for the date you expect to discard the documents. Alternatively, you may leave this blank if you don't know the date. Note: The "Schedule Date" is the date of the current records retention schedule and doesn't change until there's a signed revision at the state level.

Records Destruction Certificate
 Kentucky Department for Libraries and Archives, Archives and Records Management Division
 P.O. [Redacted] 40602

Date: [Blank]

Cabinet/Local Jurisdiction: University of Kentucky
 Department/Local Government Office: College name
 Division: Department name
 Branch/Unit: Business Office

Schedule Date: 1/18/2024 Destruction Date: [Highlighted] Shred [Dropdown]

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume
			<input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes

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Fill in the "Series No." with the appropriate record series number from the Records Retention Schedule. In this case, it's U0620 for personnel records. Note: You can put more than one record series on one RDC.

Department/Local Government Office, College Name

Division: Department name

Branch/Unit: Business Office

Schedule Date: 1/18/2024

Destruction Date: 7/18/2024

Shred



For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume <input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes <input type="radio"/>

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Fill in the "Title of Records" with the title of the records series. In this case, it's "Personnel File (faculty/staff)."

Department/Local Government Office, College Name

Division: Department name

Branch/Unit: Business Office

Schedule Date: 1/18/2024

Destruction Date: 7/18/2024

Shred




For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume <input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes <input type="radio"/>
U0620			

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Fill in the date span of the records you plan to discard. This is a good time to double-check that all the records have been kept as long as legally mandated in the retention period description of the records series.


Department/Local Government Office: College name
 Division: Department name
 Branch/Unit: Business Office
 Schedule Date: 1/18/2024 Destruction Date: 7/18/2024 Shred
 or records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume <input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes
0620	Personnel Files (faculty/staff) (all employees have been separated for 5 years or more)		

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Fill in how many cubic feet (that is, how many cubic foot boxes/bankers boxes) of documents there are or how many bytes of electronic documents there are. If you have a small number of documents, you can use inches and convert that to feet. You can also use Megabytes or number of digital files. Note: If you have both print and digital documents, you will need to submit a separate RDC for each format.

Department/Local Government Office: College name
 Division: Department name
 Branch/Unit: Business Office
 Schedule Date: 1/18/2024 Destruction Date: 7/18/2024 Shred
 or records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume <input checked="" type="radio"/> Cubic Feet <input type="radio"/> Gigabytes
620	Personnel Files (faculty/staff) (all employees have been separated for 5 years or more)	2009 July 1-2019 March 3	

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Fill in "Total Volume..." with a summary of all the cubic feet or bytes destroyed. If you have just one records series listed, the volume of that records series will be the same as the total volume. If you have more than one records series listed, the total volume will be the total cubic feet or total bytes.

Total Volume of Records Destroyed			
Approvals and Certifications			
Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Libraries, Archives, and Records Commission.			
reby certify that the records described above have been destroyed.			
_____ Records Officer/Custodian		_____ Date	

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Click save. Give the RDC a name that makes sense to you.

Department for Libraries and Archives, Archives and Records Management Division
 P.O. 10602
 Date: 7/18/2024
 Department Office: College name
 Destruction Date: 7/18/2024
 Shred
 Agency only, per approved retention schedules

Title of Records	Date Span	Volume
		<input checked="" type="radio"/> Cubic Feet
		<input type="radio"/> Gigabytes
		<input type="radio"/>

13 Email the RDC to uarp@listserv.uky.edu