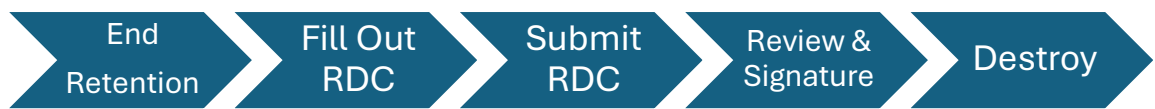


Records Destruction Certificates (RDC)

Step-by-Step Guide to Completing the Records Destruction Certificate

The RDC Process



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The End of Retention: When Can Records Be Destroyed?

Records can be destroyed only when the retention period has ended. You can find the retention period in the State University Model retention schedule (SUM), which is linked on the Records Management website: <https://libraries.uky.edu/records-management> . Below is a brief explanation of how to read the retention schedule.

U0101	Correspondence - General	This series documents the general operations of each department within the university. This correspondence is not considered crucial to the preservation of the administrative history of each department. Generally, it is used in response to outside inquiries for catalogs, admission applications, copies of publications, etc. or it is used in the form of memos between departments of the university
Series Number	Title	Description
Access Restrictions		Universities should consult legal counsel regarding open records matters.
Contents		Series contains: Memoranda, correspondence
Retention and Disposition		Retain no longer than two (2) years; then destroy.

1. The **series number** is the unique ID for the record series, and this number must be recorded on the RDC.
2. The **title** is the broad category of documents/information that are included in this record series.
3. The **description** gives an in-depth explanation of the kind of information and the purpose of the records that are included in this record series.
4. The **retention time** tells you how long the records must be kept, and if there is a specific trigger for when that time starts. Otherwise, the retention time period starts when the record is completed.

Example: U1800 “Grant Proposal File – Funded” states that records should be “[Retained] until three (3) years after submission of final financial report...”. In this case **for all records related to that grant**, the retention period begins when the final grant financial report is submitted, not when the individual documents were created.

Filling Out the RDC

A blank copy of the RDC form can be found on the UK Records Management website: <https://libraries.uky.edu/records-management>. There are two main sections of the form that need to be completed.

The Front Matter

Note: The fields filled out below will be pre-filled with the current information.

Cabinet/Local Jurisdiction:	University of Kentucky	Date:	
Department/Local Government Office:			
Division:			
Branch/Unit:			
Schedule Date:	9/12/2024	Destruction Date:	
		Shred	

1. Fill the **Department/Local Government Office** with your highest organizational unit, usually a College. The “Division” and “Branch/Unit” fields can be filled with any departments or subunits, if applicable.
2. Fill the **Date** field with the day you are completing the RDC.
3. Use the **Drop Down** box to select the destruction method, typically shredding for paper or deletion for digital files.

The Body

Series No.	Title of Records	Date Span	Volume ☒ Cubic Feet ☐ Gigabytes

1. Fill the **Series No.** field with the Series Number(s) for your records, found on the [retention schedule](#). List multiple series numbers on separate lines.
2. Fill the **Title of Records** field with the Title from the retention schedule, or with a brief description of the records you are proposing to destroy.
3. Fill the **Date Span** with the creation date(s) of the documents, **OR** if the SUM specifies the retention period begins at another time, use those dates.
4. Select a unit and fill the **Volume** field with the volume of records you are seeking to destroy. If you have multiple series numbers, break the volume up into parts for each Series Number. At the bottom will be a “total volume” field. **Do not mix paper and digital volumes** – fill out separate RDCs for paper and digital records.

Submission & Review of the RDC

Save the RDC as a PDF and send it by email to:

UKHC Records: UKHC_records@uky.edu

All Others: contact_uarp@uky.edu

UKHC Records will be reviewed first by UKHC compliance staff, and then move to the UK Records Management team for final review and signature. **All other** records will go directly to the UK Records Management team for review and signature. During the review process, members of the review team(s) may reach out with questions about the records or RDC, or with additional steps that need to be completed.

Example: Before departmental copies of Personnel Records can be disposed of, there is information that needs to be scanned for HR's master copies of the Personnel Records. When you are seeking to destroy Personnel Records, a member of the Records Management team may reach out to confirm that this process has been completed and provide instructions, if needed.

Destruction

After your RDC has been reviewed and your signed RDC has been returned to you, you are ready to destroy your records.

- Digital records should be deleted, **including backups**, 'recycling bin' copies, and all other copies stored elsewhere.
- Physical records should be securely destroyed using UK Recycling services. Information on requesting a secure recycling container, or pickup/drop off of containers, can be found on the UK Recycling website: <https://facilities.uky.edu/campus/facilities-services/recycling>

If you have any questions about how to proceed with destroying your records once your RDC has been completed, please reach out to the Records Management team at contact_uarp@uky.edu.