

1. AGENCY University of South Florida	2. DIVISION/COLLEGE	3. DEPARTMENT
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4. ADDRESS (Street, City, and Zip Code) 4202 E Fowler Ave SVC 1073 Tampa, Florida 33620	5. CONTACT (Name, Campus Address, Phone Number)
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SUBMIT TO:  George Cotter Director, Procurement Services University of South Florida 4202 E Fowler Ave , SVC 1073 Tampa, Florida 33620-9000	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/> Signature _____ Date _____  <hr/> Name and Title _____
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7. UNIVERSITY LEVEL APPROVAL (FOR PURCHASING USE ONLY)  <hr/> Darlene Cabina, Fiscal & Business Assistant	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 (burned, dumpster, recycle, shredded, etc.) <input type="checkbox"/> b. Scanning and Destruction <input type="checkbox"/> c. Other _____
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**9. LIST OF RECORD SERIES (DEPARTMENT MUST COMPLETE ALL CATEGORIES LISTED BELOW)**

Schedule Used	Schedule Item No.	Title as indicated on Schedule	Retention Period Required	Inclusive Dates by Fiscal Year	Volume in Cubic Feet	Disposition Action and Date Completed after authorization

**\* NOTE: FOR CONTINUATION USE Form LS5E108 \***

10. DISPOSAL AUTHORIZATION (FOR UNIVERSITY LEVEL ONLY) Disposal for the above listed records is authorized. Any deletions or modifications are indicated.  UNIVERSITY OF SOUTH FLORIDA  <hr/> George Cotter Director, Procurement Services  _____ Date	11. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown above.  <hr/> Signature _____ Date _____  <hr/> Name and Title _____  <hr/> Witness _____ Print Name _____ Date _____ <b>NOTE: Upon disposition return this form to Darlene Cabina SVC 1073 and retain a copy for your records.</b>
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FORM REVISION:  
10/12/05

# RECORDS DISPOSITION REQUEST (CONTINUED)

NO. \_\_\_\_\_  
PAGE \_\_\_\_\_ OF \_\_\_\_\_ PAGES

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## 9. LIST OF RECORD SERIES

Schedule Used	Schedule Item No.	Title as indicated on Schedule	Retention Period Required	Inclusive Dates by Fiscal Year	Volume in Cubic Feet	Disposition Action and Date Completed after authorization

RECORDS VOLUME CONVERSION  
TO  
CUBIC FOOT MEASUREMENTS

<u>File Folder Drawers</u>	<u>Cu. Ft.</u>	<u>Map or Plan Drawer</u>	<u>Cu. Ft.</u>
Letter-size drawer or box	1.5	2" x 26" x 36" (flat)	1.1
Legal-size drawer or box	2.0	2" x 38" x 50" (flat)	2.2
Letter-size, 36" shelf	2.0	4" x 26" x 38" (flat)	2.3
Legal-size, 36" shelf	2.5	4" x 38" x 50" (flat)	4.4
 <u>Shelf Units</u>		 <u>Map or Plan Tubes</u>	
Letter, 36" long	2.4	2" x 2" x 38" (roll)	0.1
Legal, 36" long	3.0	2" x 2" x 50" (roll)	0.1
		4" x 4" x 38" (roll)	0.3
		4" x 4" x 50" (roll)	0.5
 <u>Card File Drawers</u>		 <u>Magnetic Media</u>	
3" x 5" x 26" long	0.4	Cassette Tapes (200)	1.0
3" x 5" x 14" long	0.2	Cassette Tapes (20)	1.0
3-1/2" x 7-1/2" x 26" long (tab)	0.4		
3-1/2" x 7-1/2" x 14" long (tab)	0.2		
4" x 6" x 26" long	0.5		
4" x 6" x 14" long	0.2		
5" x 8" x 26" long	0.7		
5" x 8" x 14" long	0.4		
6" x 9" x 26" long	1.0		
6" x 9" x 14" long	0.6		
8" x 8" x 26" long	1.2		
8" x 8" x 14" long	0.6		

Note: For all other types of records storage equipment, use the following formula to obtain  
The volume of records storage space in cubic feet:

$$\text{Length} \times \text{Width} \times \text{Height (inches)} = \text{Cubic Feet per unit (1 Cu. Ft. = 1728")}$$

Saved: RecordsRetentionCu.Ft.  
08/25/05