The GRR securely and confidentially destroys whole boxes of records stored in the Repository for a set per-box fee. This form MUST be used to take advantage of this service.

* **Disposal Authority (General Disposal Authorities (GA No.) and Functional Retention and Disposal Authorities (FA No.)) numbers must be cited for each box or inclusive sequence of boxes listed**. Boxes will **NOT** be destroyed if appropriate GA or FA numbers are not cited.
* Inclusive box number sequences may be quoted if all records contained therein are eligible for destruction and the Disposal Authorities cited apply to all the records therein.
* **It is the client’s responsibility to ensure that the Disposal Authorities cited are current and valid.** Information relating to current Disposal Authorities may be obtained by contacting State Records on (02) 9714 3080 or [govrec@staterecords.nsw.gov.au](mailto:govrec@staterecords.nsw.gov.au)  Information about current General Disposal Authorities is available on State Records Web site <https://staterecords.nsw.gov.au/>
* If individual records within the boxes are covered by different Disposal Authorities, **ALL** applicable Disposal Authority numbers must be quoted (either GA or FA No.).
* This destruction service applies to whole boxes of records only. It is the client’s responsibility to ensure that ALL records in a box are eligible for destruction. If you are unsure about the individual items within a box, you should recall the box and check its contents carefully.
* This form should be signed by an appropriate authorised person, such as the chief executive officer or the senior manager with the executive responsibility for records management.

Lists of boxes to which this Authority relates will be accepted in electronic form only if ALL details as per table below are provided – spreadsheets listing individual box numbers are preferred. Lists of boxes Authorised for Destructions may be forwarded in electronic form to [grrnsw@mhnsw.au](mailto:grrnsw@mhnsw.au)

To the GRR

Please destroy the following boxes of records currently stored in the GRR. I certify that the Disposal Authorities cited are current and relate to the records in the boxes.

*(If forwarding list of Authorised boxes electronically please give your file a unique and descriptive name, and refer to it specifically on the table below.)*

|  |  |  |  |
| --- | --- | --- | --- |
| GRR Box Code: | Date & type of records: | | **Disposal Authority (GA or FA) number:** |
|  |  | |  |
|  |  | |  |
|  |  | |  |
|  |  | |  |
| Signature: | | Date: | |
| Name: | | Position: | |
| Agency: | | Section: | |
| Address: | |  | |
| Contact name: | | Telephone: | |
| Email address: | | | |

Please complete **ALL** the name and address details above and forward the signed form to the Government Records Repository. Destruction cannot take place without an authorised signature. Please sing and email the form to [grrnsw@mhnsw.au](mailto:grrnsw@mhnsw.au)

Please direct all enquiries to [grrnsw@mhnsw.au](mailto:grrnsw@mhnsw.au)