THE UNIVERSITY OF QUEENSLAND
AUSTRALIA

Property and Facilities Division
Form
06/04

ARCHIVE DESTRUCTION PF434

Name Date

Department

Pallet Number	Box Number	Document Description

Secure Destruction ☐ **Non-Secure Destruction** ☐

Note: Secure Destruction will incur a charge

Sign. _____ Date. _

I hereby authorise the destruction of the above archives.

DESTRUCTION DETAILS

Number of Boxes Destroyed.

Person Destroying Archives

Destruction Method.

Sign. _____ Date.

INSTRUCTIONS:

1. Please complete this form and email it, as an attachment, to: store@pf.uq.edu.au
2. Attach a copy of this form to the Archive boxes for delivery.

For enquiries contact the Warehouse on extension 52735.

NCS INTERNATIONAL CERTIFIED QUALITY MANAGEMENT SYSTEM ISO 9001 Reg. No. 7566
NCS INTERNATIONAL CERTIFIED SAFETY MANAGEMENT SYSTEM AS 4801 Reg. No. 7566