



DESTRUCTION OF RECORDS

A District record may be intentionally destroyed under any of the following conditions:

1. The record is listed on a records control schedule filed with the State Library and Archives Commission and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal standards.
2. The record appears on a list of obsolete records approved by the State Library and Archives Commission and the district has received an order for the destruction or obliteration of the records, pursuant to state law.
3. The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by the State Library and Archives Commission.

subject



Record
Series #

Description of Records

School Year
Produced

Number of

Instructions for Completion of Records Destruction Authorization Form

The Destruction Authorization form should be completed and two copies are to be made. Submit the original copy to the District Records Management Department (DRM) and retain the second copy for your school/department file. Each request is numerically identified and will be processed, once the Records Management Department reviews it.

1. Contact Information -- Complete the name of the person preparing form, as well as the date, school/department number, name, school/department name and telephone number.
2. Retention Schedule # -- You must provide the DRM with a retention schedule number for all documents to be destroyed. It is the school/department's responsibility to assure that all records have met the retention period required by state law. The retention schedules (Records Management Plan for Schools and Records Management for Administrative Departments) can be viewed at the District Records Management Portal Web site. Administrative Departments will need to request a copy of the retention schedule that relates to their department from the Records Management Department because the copy on the Web site does not contain the retention schedule numbers that are needed.
3. Record Description -- A specific detailed description **must** be given for all records that are requested for