

INSTRUCTIONS FOR FILLING OUT THE RECORDS DESTRUCTION FORM

- 1. This form is required only for the destruction of the record copy of state records. The record copy is the official copy that must be maintained for the period designated on the A&M System Records Retention Schedule. Other copies of a record are convenience copies and can be destroyed without submitted this form.**
2. Fill in your department name, date, office address and mail stop, and phone number.
3. Locate a description of your records in the current A&M System Records Retention Schedule and write the Agency Item number(s) (RRS field #5) that corresponds with the records series in the column labeled **Retention Schedule Agency Item #**. If you are unsure what type of records you have, please call 458-6120 for assistance.
4. Fill in the description of the records in the **Description** column. The description can include the Retention Schedule description or your own specific document description.
5. Fill in the **Date Range** of the records. Please include month and year.
6. Fill in the **Retention Period** listed for the records in the System Records Retention Schedule.
7. Fill in the **Medium** of the records (for example, paper, electronic, etc.).
- 8. Check **Departmental Certification/Request for Destruction** box to certify that the listed records are eligible to be destroyed in accordance with the System Records Retention Schedule and administrative requirements. Once the records retention dates have been checked by System Records Management and the records are approved for destruction, *if the records are physical documents, then* the form will be returned to the department. At that time the records may be destroyed. Complete the Departmental Destruction Information section once the records have been destroyed and return the form to Records Management for filing. If the records are electronic, System Records Management will forward the document to the AgriLife Administrative Services' Laserfiche Administrator, or designee, who will then oversee the electronic destruction of the records in Laserfiche. The department will then be notified that the destruction is complete.**
9. The Department Records Coordinator and the Department Head must sign the form before it will be reviewed for approval by Agency Records Officer.
10. Please submit the original of the Records Destruction form. Keep a copy for your reference.