

HISD Records Management Department Policy and Procedures

Instructions for Completion of Destruction Request Form:

The Destruction Request form must be completed, and two copies made. Submit the original copy to the Records Management Department and retain the second copy for your department/school file. Each request is numerically identified and will be processed after the Records Management Department reviews and approves it.

1. SR# - Tracking number assigned by Records Management Department.
2. Contact Information - Complete the name of the person preparing the form, as well as the date, department/school name and telephone number.
3. Retention Schedule # - You must provide the Records Management Department with a retention schedule number for all official district records to be destroyed. It is the department/school's responsibility to assure that all records have met the retention period required by state law. Please refer to the web site instructions given below to view and/or print the retention schedules (SD-Records for Public Schools, GR-Records Common to All Local Levels). Convenience, duplicate, working copies do not need a retention schedule number, but do need to be identified as such. These records can be destroyed when no longer needed.

Log in to the district's intranet then go to **Department Directory** then click **Records Management**. Click on **Forms and Documents** on the left to access needed forms and materials.

4. Record Description - A specific detailed description **must** be given for all records that are requested for destruction. A general description will not be accepted. For example: "Financial Records", would be considered a general description. A correct description example would be: "Financial Records – Activity Funds. "
5. Date Range – A specific date range which includes month and year must be given for all records. Date ranges determine whether or not records have met their retention period.
6. Number of Boxes – Specify the number of boxes you have for that category of records to the far right of each box description. At the bottom of the form indicate the grand total of boxes to be destroyed.
7. Authorization – It is **required** that your department/school head review and sign the authorization signature located at the top right portion of the completed form. **The Records Management Department will not schedule or destroy any records without the authorization signature.**
8. When your form is completed and signed, email it to RecordsManagement@houstonisd.org. Upon receipt Records Management will review the request for compliance. If clarification or corrections are not needed, your request will be scheduled for pick up and the contact person will be informed of the pickup date. You will be contacted if clarification or corrections are needed and asked to revise the request.
9. Records Management Use Only – The bottom portion of the form is for Records Management use only. After the documents have been destroyed, our staff will sign off to document that the records were destroyed.

**For further questions regarding the destruction process feel free to contact us at:
713-556-6055 or RecordsManagement@houstonisd.org.**