

# Records Management Department

## Policy and Procedures

### Instructions for Completion of Destruction Request Form

The Destruction Request form should be completed and two copies are to be made. Submit the original copy to the Records Management Department 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. SR# -- Tracking number assigned by Records Management Department.
2. Contact Information -- Complete the name of the person preparing form, as well as the date, school/department, name, and telephone number.
3. Retention Schedule # -- You must provide the Records Management Department 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 Federal and State Compliance 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.
4. Record Description -- A specific detailed description **must** be given for all records that are requested for destruction. No general description is accepted. \*For example: Financial Records would be considered as general. A correct description is as follows: Financial Records -- Payroll Checks.
5. Date Range -- A specific date range must be given for all records. It will 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.  
(At the bottom of the form you will indicate the grand total of boxes to be destroyed.)
7. Authorization -- Please allow your school/department head to review and sign the authorization signature located at the top right portion of the form.

**\*The Records Management Department will not schedule or destroy any records without the authorization signature.**

8. Records Management Use Only -- The bottom portion of the form is for Records Management use only. Once the documents have been destroyed our staff will sign off as destroyed, and a copy will be sent back to your school/department for your records.
9. Once your form is completed you can mail or fax to Records Management.  
Fax #: 713-556-7010  
Route #: 1

Records Management will then 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 pick up date. If you faxed in your request, please be sure to have the original request form available when the boxes are picked up.

If you have any further questions regarding the destruction process feel free to contact Records Management at 713-556-6055.