

INSTRUCTIONS

RECORDS DESTRUCTION FORM (RM88)

Records Destruction Form can be used by any State Agency to track and maintain information on all public records that they destroy.

INSTRUCTIONS TO COMPLETE THE RM88

	NO.	Use to track each destruction document Example: NO. 1 etc.
	Page of pages	Include page numbers starting with 1 thru all pages
1.	Agency Name and Division/Program	Spell out your agency's name, and Division, Bureau, Program etc., that owns the records that are being disposed of. Example: Department of Administration, State Procurement Bureau.
2.	Agency Contact	Type or Print the name of contact person, include phone number and email.
3.	Notice of Intention	Select one of the choices in which the documents will be destroyed. If choosing other, explain what other is.
4.	Submitted by	Signature, Name / Title and Date of person responsible for certifying that the records met all requirements for destruction. If records are declined by the Historical Society attach the document from them to the form.
5.	List of Record Series	<ul style="list-style-type: none"> a. Enter the Schedule Number listed on the state General Retention Schedule or the name or number on an Agency-Specific Retention Schedule (RM3) Example: General Schedule (GS 3) or Agency 320101. b. Enter the Item Number as listed on the State General Retention Schedule or the Agency-Specific Retention Schedule (RM3). c. List the Record Series Title, matching the Series Title on the General Retention Schedule or Agency-Specific Retention Schedule. Example: GS-3 Item 15, or Agency 320101 Item 02. d. Retention of records-Total in years/months or days. e. Inclusive Dates: Enter the Beginning month and year and the End month and year of record series being disposed. f. Volume in Cubic Feet: One record center box equals 1 cubic foot. Filing cabinet drawer 1.5 cubic feet. g. Disposition Action and date: List if the records are, deleted, shredded, incinerated or tossed. <p>NOTE: ATTACH ANY INVENTORIES OR EXCEL SPREADSHEETS TO THE FORM TO HELP WITH VALIDATING THE RECORDS DESTROYED.</p>
6.	Disposal Authorization	Obtain the signature authorization before proceeding with the destruction of the records.
7.	Disposal Certificate	Obtain the signature and date of the person who can certify that the records have been destroyed.
	NOTE	<i>Per General Schedule 7 Item 3 this form should be retained for 30 years.</i>