

INSTRUCTIONS FOR DESTROYING RECORDS STORED IN STATE 2164 RECORDS CENTER

(No. 2 Mar. 1998)

Records stored in the records centers will be destroyed when their retention is no longer required as indicated by approved Records Retention Schedule. **RECORDS ARE NOT DESTROYED IF THE COMPUTER PRINTOUT AUTHORIZATION FOR RECORDS DESTRUCTION IS NOT RETURNED.** If the approved authorization is not returned within 60 days, the depositing agency will be billed for another quarter. Depositing agencies must authorize destruction of their records on the computer printout Authorization for Records Destruction. The computer printout will be initiated by the State Records Center.

The following procedure is used for destroying records by use of the Authorization of Records Destruction:

1. Each quarter SRC will run the computer printout listing which records are eligible for destruction.
2. The RMC will receive the Authorization for Records Destruction and will compare it to the approved Records Retention Schedule and against the Transfer List used to ship the records to SRC. The records management coordinator will send a copy of the Authorization for Records Destruction and the Transfer List to the unit for their approval of destruction. If the unit decides to retain the records beyond the destroy date, the change must be explained in the remarks section of the Authorization for Records Destruction or in an accompanying memo. If the records are to be destroyed, the unit will sign the Authorization for Records Destruction and return to the RMC.
3. If records retained at the SRC need to be destroyed or returned before the Authorization for Records Destruction notice is sent, the RMC, Sacramento Headquarters' Business Services Office, can assist the unit with this procedure.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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