

## PROCEDURES for CONFIDENTIAL DESTRUCTION LABELLING (February 2011)

In accordance with the California Records and Information Management Program (CalRIM) Records Management Handbook, confidential destruction labelling is required on containers of confidential documents designated for destruction, including confidential paper records, microfilms, microfiche, cassette tapes, computer tapes, and magnetic tapes. The clear identification of intent to destroy is critical to ensure sensitive documents are not lost or misdirected.

In CAL FIRE, all containers of confidential documents designated for destruction must be labelled with the departmental *Confidential Destruction Label (CAL FIRE-75)* in accordance with the following procedures:

1. Print or copy the departmental *Confidential Destruction Label (CAL FIRE-75)* template onto plain **GREEN-COLORED** copy paper and cut out the labels. Each sheet of copy paper yields four (4) labels. **Be sure to enter your Agency billing code on each label.**
2. Firmly affix one (1) CAL FIRE-75 label to each container/box designated for destruction with clear tape; strong, clear packing tape is preferred. For palletized containers/boxes, each end of the palletized load should be labelled to ensure clear identification of intent to destroy.

**NOTE: Units and programs are no longer authorized to use the Office of State Publishing (OSP)-issued self-adhesive confidential destruction label (STD 75).**

For questions regarding confidential records destruction, please contact the Records Management Coordinator in the Sacramento Headquarters Business Services Office's Forms, Information, and Records Management (F.I.R.M.) program.

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