



LOCAL GOVERNMENT RECORDS-DESTRUCTION NOTICE

Date _____

04/13

To document the legal destruction of records in your agency's records disposition authority (RDA), send this form to the ADAH Government Services Division. **Records not covered by an approved RDA, or records created prior to 1900, may not be legally destroyed.** If you would like ADAH to review your notice before the records are destroyed, please submit it **10 days** before the scheduled destruction date. Your office should retain a copy. If you have questions, contact the ADAH Government Services Division at (334)242-4452.

Please type or print clearly. See instructions on back.

Local Government _____
Department _____
Program Unit _____

SEND ORIGINAL FORM TO:
 DEPARTMENT OF ARCHIVES AND HISTORY
 ATTENTION: LOCAL RECORDS SECTION
 P.O. BOX 300100
 MONTGOMERY, ALABAMA 36130-0100

This agency will destroy the records listed in the manner checked below:

- SHREDDING
 LANDFILL
 BURNING
 RECYCLING
 DELETION OF ELECTRONIC RECORDS

DATE OF DESTRUCTION _____ VOLUME DESTROYED (cubic feet/KB,MB, etc.) _____

I hereby certify that the records to be destroyed are correctly represented below, that they are eligible for destruction according to a records disposition authority approved by the Local Government Records Commission, that audit and Sunset Review requirements have been fully satisfied, and that the records are not required for any pending or imminent litigation.

Signature and Title of Authorizing Official _____

Name/Telephone Number of Person Completing Notice _____

| RDA RECORD NUMBER | <input type="checkbox"/> boxes <input type="checkbox"/> reels <input type="checkbox"/> books <input type="checkbox"/> bytes | RECORDS TITLE - AS SHOWN IN RDA (Include variant titles in parentheses) | DATE SPAN OF RECORDS TO BE DESTROYED | DATE LATEST RECORDS LISTED WERE AUDITED |
|-------------------|--|--|---|---|
| | | | | |

RECORDS HAVE BEEN TRANSFERRED TO MICROFILM OR ELECTRONIC MEDIA, WITH DESTRUCTION OF ORIGINALS

(Microfilm and digital files should meet AIIM/ANSI standards. Reformatted images must be held for records' full retention period listed in the RDA.)

The records above have been destroyed in the manner shown. Witnessed by _____ Date _____
 Name/Title

INSTRUCTIONS

Date: List the date the notice is completed.

Local Government: List the name of your county or municipality.

Department: List the principal administrative unit responsible for the records (e.g., county commission, city clerk, police department, board of education).

Program Unit: List the program unit or area within the department where the activity originates (e.g., personnel department, patrol division, local school) or the general category of records (finance, payroll, etc.).

Method of Destruction: List the method to be used to destroy the records. Refer to the section "How Should Records Be Destroyed?" in the ADAH leaflet *Records Destruction Procedures for Alabama Local Governments*.

Date of Intended Destruction: List the date on which destruction of the records took place or will take place. If you would like for ADAH staff to review your notice prior to destroying the records, please choose a date at least 10 days after the notice is mailed. However, prior notice is not required, so long as destruction is reported.

Volume Destroyed: Indicate the approximate volume of records destroyed. For paper or microfilm, use cubic feet. (See conversion chart below.) For electronic records, estimate the number of bytes deleted (KB, MB).

| | | |
|--|--|----------------|
| Cubic Foot Conversion Chart | 1 standard (15" x 12" x 10") records carton | 1.0 cubic foot |
| | 1 "bankers box" ("double-long" records storage carton) | 2.0 cubic feet |
| | 1 letter-size file drawer | 1.5 cubic feet |
| | 1 legal-sized file drawer | 2.0 cubic feet |
| | Woodruff document files (15" deep), 3 drawers | 1.0 cubic foot |
| | Letter-sized shelf unit 36" long | 2.4 cubic feet |
| | Legal-sized shelf unit 36" long | 3.0 cubic feet |
| | Fifty 100-foot 35mm microfilm rolls | 1.0 cubic foot |
| | One hundred 100-foot 16mm microfilm rolls | 1.0 cubic foot |
| | 10,000 tab cards | 1.0 cubic foot |
| | 3 x 5 cards, ten 12" rows | 1.0 cubic foot |
| | 4 x 6 cards, six 12" rows | 1.0 cubic foot |
| | 5 x 8 cards, four 12" rows | 1.0 cubic foot |
| 3 large bound volumes (such as deed or minute books) | 1.5 cubic foot | |

Signature and Title of Authorizing Official: The destruction notice should be signed by the person who is *legally responsible* for the records (*county administrator, probate judge, city clerk, chief of police, superintendent of schools, etc.*). A designated records officer may sign if authorized to do so by the agency head.

Name/Telephone Number of Person Completing Notice: Please list the name and telephone number of a contact person who works with the records on a daily basis (preferably, the same person who filled out the destruction notice).

RDA Record Number: In this column, list the number of the record listed before the record title in the RDA.

RECORD FORMAT (boxes/reels/books/bytes. Indicate the format, or formats, of records to be destroyed.

Record Title: List the exact title shown in the RDA. Include any variant titles used locally in parentheses under the title as listed in the RDA. You may include more than one records title on the notice.

Date Span: List the beginning and ending dates for each records series listed.

Date Latest Records Listed Were Audited: List the date that the most recent records *listed on the form* were audited (*not* the date of your most recent audit). The audit referred to is the one conducted by the Examiners of Public Accounts or, for municipal agencies, by an independent auditing firm.

Note: The last line on the notice is completed after the records' destruction by the individual who witnessed the destruction. It is not necessary to return another copy of the form to ADAH when the records are destroyed.

RETAIN A COPY OF EACH RECORDS DESTRUCTION NOTICE SENT TO ADAH FOR THE PERIOD CALLED FOR IN YOUR AGENCY'S RDA.