

Coordinate the secure destruction of temporary records and non-records

Instructions for Using This Job Aid

Use this job aid when you are assigned to coordinate the secure destruction of temporary records and non-records. Check off each step when you have completed the step.

Procedure	Actions/Decisions	
1. Coordinate destruction of temporary paper records	1. Receive concurrence on whether the records are eligible for disposal.	<input type="checkbox"/>
	2. Schedule the date when the destruction vendor will come pick up the records.	<input type="checkbox"/>
	3. Coordinate with the logistics office to pick up the records and move them to the loading dock where the vendor picks up the records and destroys them.	<input type="checkbox"/>
	4. File the certificate of destruction you receive from the vendor.	<input type="checkbox"/>
2. Coordinate destruction of temporary electronic records	1. Organize a records clean-up day annually.	<input type="checkbox"/>
	2. Provide guidance to the Records Custodians based on ARO direction on how to delete temporary records eligible for disposal. <ul style="list-style-type: none"> ● Have custodians compile list ● Needs to be an oversight and concurrence step here. 	<input type="checkbox"/>
	3. The custodian in the originating office deletes the records. <ul style="list-style-type: none"> ● The custodian ensures that the deleted records are not recoverable 	<input type="checkbox"/>

Procedure	Actions/Decisions	
	4. Make a record of which files/records were deleted, when they were deleted and under what disposition authority.	<input type="checkbox"/>
3. Coordinate destruction of non-records paper materials	1. Organize a records clean-up day annually	<input type="checkbox"/>
	2. Provide guidance to the Records Custodians on the disposal of non-record paper records.	<input type="checkbox"/>
4. Coordinate destruction of non-records electronic materials	1. The RLO organizes a records clean-up day annually.	<input type="checkbox"/>
	2. Provide guidance to Records Custodians on the disposal of non-record electronic materials.	<input type="checkbox"/>
	3. Send a periodic email to staff asking them to report on how much time they spent on the records clean-up, what and how much was destroyed.	<input type="checkbox"/>