

Sample Local Government Public Records Destruction Log

The purpose of this form is to document compliance and reasonable accountability by verifying that specific public records have met current, approved minimum retention periods before being destroyed pursuant to [RCW 40.14.070](#), [WAC 434-610-070](#), and [WAC 434-640-010, -020, and -030](#). Please fill out this form when destroying all public records whose minimum retention is *other than* "Retain until no longer needed for agency business then destroy" (such as records covered in the "Records with Minimal Retention Value" section of the [Local Government Common Records Retention Schedule \(CORE\)](#)).

Legal Disposition Authority (taken from Records Retention Schedule)				Agency Records			
Records Series Title	Records Series DAN	Records Retention Schedule	Minimum Retention Period	Description (Box/item numbers, volume, etc.)	Dates Covered	Date Minimum Retention Met	Method(s) of Destruction (See examples, below*)
Personnel Files	GS50-04B-06	<i>Local Government Common Records (CORE) Ver. 3.0</i>	Retain for 6 years after termination of employment then Destroy.	HR101-103 (3 cubic feet of paper files)	Employees who left the agency in 2004.	1/1/2011	Outside contractor secure recycling
Citizen Complaints/ Requests	GS50-01-09	<i>CORE 3.0</i>	Retain for 3 years after matter closed then Destroy.	212 emails (37MB)	All complaints resolved in 2009.	1/1/2013	In-house electronic deletion
Security Monitoring – Oversight/ Surveillance Recordings	GS50-06B-18	<i>CORE 3.0</i>	Retain for 30 days after last recording or until determined that no security incident has occurred, whichever is sooner, then Destroy.	15 DVDs (45GB)	1/1/2013 – 5/1/2013	6/1/2013	In-house (data erased and DVDs broken into pieces)

**Examples of methods of destruction: electronic deletion, in-house OR outside contractor shredding, secure recycling, other (describe)*

Statement: *The public records listed above have met their minimum retention period(s), are not subject to ongoing or reasonably anticipated litigation or public records requests, are not needed for audit or other agency business, and shall be destroyed.*

The individual responsible for inventorying the listed records must sign below prior to the Records Manager's approval:

Employee Signature: _____ Printed Name: _____ Division: _____

The Records Manager must sign the approval of this request prior to the destruction of the listed records:

Records Manager Signature: _____ Printed Name: _____ Date Approved: _____

The person/people responsible for the destruction of records must sign upon destruction of the listed records:

Employee Signature: _____ Printed Name: _____ Date Records Destroyed: _____

Vendor Business Name (if used): _____ Phone: _____

Vendor Signature: _____ Printed Name: _____ Date Records Destroyed: _____

The retention and disposition action for this Public Records Destruction Log is "Retain for the life of the agency" pursuant to CORE series GS50-09-06.

This sample form was prepared by Washington State Archives as a courtesy to local government agencies in January, 2014.

It may be modified to meet individual agency needs.