# 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)**

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

*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): __________________________ Printed Name: __________________________ 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.