### 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><strong>Personnel Records</strong></td>
<td>GS03042</td>
<td><em>State Government General Records Retention Schedule (SGGRRS)</em> 5.1</td>
<td>Retain for 10 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><strong>Complaints – Policy or Procedural</strong></td>
<td>GS09016</td>
<td><em>SGGRRS 5.1</em></td>
<td>Retain for 3 years after resolution of complaint 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><strong>Security Recordings</strong></td>
<td>GS25003</td>
<td><em>SGGRRS 5.1</em></td>
<td>Retain for 30 days after date of recording, 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>
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*Examples of methods of destruction: electronic deletion, in-house OR outside contractor shredding, secure recycling, other (describe)

### Agency Records

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### 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 Officer’s approval:

- **Employee Signature:** ______________________________
- **Printed Name:** _________________________________
- **Division:** _________________________________

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

- **Records Officer 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 SGGRRS series GS11005.

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

*It may be modified to meet individual agency needs.*