

DoDEA Records Destruction Worksheet

Creation Date	(P)aper (E)lectronic	Series Number	Records Title	Description
		<i>Example: 101-05</i>	<i>Example: Curriculum Development Records</i>	<i>Example: Student records and other admin materials</i>

<p>Method of Destruction:</p> <p><input type="checkbox"/> Shred/Destroy paper records yourself, in your Division/Office</p> <p><input type="checkbox"/> Shred/Destroy through DoDEA Logistics Management Division Floor/Location _____ Suite # _____</p> <p><input type="checkbox"/> Dispose of electronic records only</p> <p><input type="checkbox"/> Other: _____</p>	<p>Volume to be Destroyed:</p> <p>Number of pages: _____</p> <p>Number of bins: _____</p> <p>Number of boxes: _____</p> <p>Electronic (KB, MB, GB): _____</p>	<p>Division/Branch: _____</p> <p>Date of Destruction: _____</p>
<p>Records Management Liaison: _____</p> <p>Supervisor: _____</p>	<p>For RMO Use Only:</p> <p>RMO: _____</p> <p>Date Recv'd for Review: _____</p> <p>Date Approved Date: _____</p>	

Forward completed, signed form to the Records Management Officer via email to HQ-RecordsManagement@dodea.edu

DoDEA Records Destruction Worksheet

GENERAL INSTRUCTIONS

This worksheet is required to document disposal of all official records. This report identifies the type of record(s), the creation date of the record, and quantity of records being destroyed. Destruction worksheets are to be provided throughout the year to the Records Management Officer at HQ-RecordsManagement@dodea.edu. The Records Management Officer will work with DoDEA Divisions to verify appropriate retention times have been met for given records on the report and will provide approval for disposal.

The following information must be provided on the Destruction Report:

CREATION DATE: The date of origin of the records to be destroyed. This date determines whether the records retention period has been exceeded.

PAPER/ELECTRONIC: Format of the records being destroyed.

SERIES NUMBER: On the OSD Schedule, AI-15 Volume II.

RECORDS TITLE: On both OSD/NARA General Records Schedule, this is the title for the general category of records.

DESCRIPTION: The description and/or examples of the records being disposed of.

METHOD OF DESTRUCTION: Indicate where and how your records will be destroyed.

VOLUME DESTROYED: Estimate what volume of records being disposed of. (For example: 50 boxes or 50 files)

DIVISION/BRANCH: Department disposing of records.

DATE OF DESTRUCTION: Date the records were disposed of.

SIGNATURES: The Supervisor must authorize the records destruction. An electronic signature on this form is acceptable with an appropriate email trail demonstrating department head approval.

SUBMITTING DESTRUCTION REPORT

Forward the completed, signed report to the Records Management Officer via email: HQ-RecordsManagement@dodea.edu.