



# RECORD SERVICES DEPARTMENT

## RECORDS DESTRUCTION FORM

Authorization: Statutory authority Local Government Code Title 6: Local Government Records Act of 1989, Government Code: Chapter 441, subchapter L; 441.225(b); 441.185, and State Agency Bulletin #4 of September 2007; Smith County Revised Records Management Order of May 24, 2011. County records, declared to be obsolete or past their retention time, are to be disposed of according to only legally established Records Retention Schedules. The counties of Texas are, also, legally responsible for retaining and preserving their permanent and historical records. No exceptions are permitted.

**Note: One e-copy of completed form to be sent to RSD.**

Department Name: \_\_\_\_\_ Date: \_\_\_\_\_

Office Address: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Total No. of Boxes: \_\_\_\_\_

**CAUTIONS:** As per Government Code Section 441.187(b), no record may be destroyed if any litigation, claim, negotiation, audit, open records request, Public Information Act, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be kept until completion of the action and resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later. Court reporter records, when owned by the reporters themselves, may be destroyed upon request and at discretion of county pursuant to state law and the Smith County Revised Records Management Order of May 24, 2011. Otherwise, reporters themselves are responsible for their own records.

**Note:** Signatures given below attest that the applicable Records Retention Schedule(s) was/were followed and no hold on the destruction was needed, as per any explicit conditions stated, in the above Cautions section of this form.

**Required Approval Signatures:**

**Destruction Method:**

Department Head: \_\_\_\_\_

Shredding

Records Management Officer\*: \_\_\_\_\_

Discard

Destruction Witness: \_\_\_\_\_

Outside Vendor

\* If same person, only one signature needed. But, another person must be the Destruction Witness.

**Destruction Date:** \_\_\_\_\_

Record Series Number	Record Series Title	Inclusive Dates	Quantity (in cubic feet)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____