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| (1) Agency | (2) Division/Branch Section | | (3) Date | (4)  Page of Pages |
| (5) Address | | (6) Location of RecordsState Records Center Agency Other | | |
| (7) Under the provision of California Government Code Section 12275 (a) A record shall not be destroyed or otherwise disposed of by an agency of the state, unless it is determined by the Secretary of State that the record has no further administrative, legal, or fiscal value and the Secretary of State has determined that the record is inappropriate for preservation in the State Archives. Reason for records disposition/destruction:  Records have reached the end of their retention Records to be imaged or microfilmed then destroyed   |  |  |  |  |  | | --- | --- | --- | --- | --- | | Agency Approval | | | | | | (8) Signature – Manager Responsible for Records | (9) Title | (10) Name – (Printed or Typed) | (11) Phone Number | (12) Date Signed | | (13) Signature – Records Management Analyst | (14) Classification | (15) Name – (Printed or Typed) | (16) Phone Number | (17) Date Signed |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | (18) **Description** | (19) **Authorization**  **Schedule # Item #** | | (20) **Volume** | (21)  **Medium** | (22)  **Date(s)** | (23) **Remarks** | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  |  |  |  |  |  |  | |  | | | | | | | | | | | |

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| (18) **Description** | (19) **Authorization**  **Schedule # Item #** | | (20) **Volume** | (21)  **Medium** | (22)  **Date(s)** | (23) **Remarks** |
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**Instructions for Completing the Records Destruction Log**

1. State agency to which the destruction log belongs to
2. Division/branch/section within the department
3. Date form prepared
4. Page numbers and total pages (e.g., 1 of 3, 2 of 3)
5. Address of the division/branch/section
6. Check box that most appropriately describes the location of records eligible for disposition/destruction.
7. \*Electronic version of records that have been imaged and paper version destroyed must be stored in a trusted system in accordance with California Government Code 12168.7(c)

\*Records must be on an agency’s current and approved record retention schedule.

Check box that most appropriately describes records eligible disposition/destruction.

1. Signature of manager responsible for the records.
2. Manager’s title.
3. Name of the manager.
4. Manager’s phone number.
5. Date records destruction log signed by manager.
6. Signature of the department’s Records Management Analyst (RMA)
7. The official state classification of the department’s RMA (e.g., Records Management Analyst I, Business Services Officer I, etc).
8. Name of the RMA.
9. RMA’s phone number.
10. Date destruction log signed by RMA.
11. Exact title of records series must be entered in this column. The title should match the title of on the Records Retention Schedule STD 73.
12. The records retention schedule umber and the item number must be placed in the column to authorize destruction.
13. Apply the volume of records in cubic feet if the records are paper and use electronic measurement units if the records are electronic (i.e. MB, GB,TB, ect.)
14. Appropriate Storage Media code for the series of records described; P- paper; M- magnetic; E- electronic; DB- database; D- diazo microfilm or microfiche (working copies); S- silver halide microfilm.
15. Date or range of dates of records.
16. Provide any clarifying information if necessary.