

# DOA/OTS Records Management Procedure

## Disposal of Public Records

This procedure outlines the process flow for the disposal of DOA/OTS public records in accordance with the approved OTS Records Retention Schedule. The Record Owner is responsible for the Steps highlighted in yellow.

### **Step 1: Identify Disposal Records –**

Record Owner (by default, the Section Head for the area responsible for the records' creation/acquisition and maintenance) identifies records to be disposed of.

### **Step 2: Verify No Legal Holds –**

Record Owner verifies no legal holds on records to be disposed of.

### **Step 3: Notify Records Officer –**

Record Owner (or designee) notifies Records Officer of intent to dispose of records.

### **Step 4: Prepare “Request for Authority to Dispose of Records – Internal” –**

Record Owner (or designee) prepares OTS “Request for Authority to Dispose of Records – Internal”.

### **Step 5: Approve “Request for Authority to Dispose of Records – Internal” –**

Section Head (Director) approves/signs OTS “Request for Authority to Dispose of Records – Internal”.

### **Step 6: Route “Request for Authority to Dispose of Records – Internal” –**

Route section approved OTS “Request for Authority to Dispose of Records – Internal” to Records Officer.

### **Step 7: Approve “Request for Authority to Dispose of Records – Internal” –**

Records Officer obtains CIO approval for the disposal request.

### **Step 8: Prepare & Submit “Request for Authority to Dispose of Records – SSARC 930” –**

Records Officer prepares and submits “Request for Authority to Dispose of Records – SSARC 930” to State Archives.

### **Step 9: Receive State Archives Approval –**

State Archives returns approved “Request for Authority to Dispose of Records – SSARC 930” to Records Officer.

**Step 10: Notify & Provide “Certificate of Destruction – SSARC 933” –**

Records Officer notifies Record Owner of approval and provides partially completed (all but Section 3) “Certificate of Destruction – SSARC 933” to Record Owner.

**Step 11: Dispose of Records –**

Record Owner (or designee) disposes of records using an appropriate method (e.g. shredding or incineration) and completes Section 3 of “Certificate of Destruction – SSARC 933”.

**Step 12: Return “Certificate of Destruction – SSARC 933” –**

Record Owner (or designee) returns completed “Certificate of Destruction – SSARC 933” to Records Officer.

**Step 13: Retain Documentation –**

Records Officer retains all documentation for permanent reference.