

Instructions: "Request and Authorization for Records Disposal"

- Items 1 - 5 Requesting Agency Information** – Enter: name, address, telephone number, records retention schedule number; signature and title of the official initiating the request; signature and title of the Custodian of Public Records approving the request; signature of the Records Manager, and the request date. **Note: The Request Approved By signature may not be the same as the Requested By signature in Item 3.**
- Item 6 Archival Review** – The signature of the State or Local Archivist performing the Archival Review for the records listed in the disposal request.
- Item 7 Premature Records Disposal** – Enter for disposal of hardcopy records whose retentions have not yet expired but were microfilmed, or imaged, or were deemed unsalvageable due to a disaster.
- Item 8 Comments** – A field dedicated for associated comments.
- Item 9 Record Series Number** - Enter the record series number as it appears on the current records retention schedule.
- Item 10 Record Series Title** - Enter the record series title exactly as it appears on the current records retention schedule. In cases where a record series does not appear on a schedule, contact a Records Analyst at the Division of Archives and Records Management.
- Item 11 Records Retention Period** - Enter the retention periods for the expired record series exactly as it appears on the current records retention schedule. If no retention period has been established, contact a Records Analyst at the Division of Archives and Records Management.
- Item 12 Inclusive Dates** - Enter the From Month/Year dates through the To Month/Year dates of the record series slated for disposal.
- Item 13 Dispose After** – Enter the date the records may be slated for disposal.
- Item 14 Volume** - Enter the volume in cubic feet for each record series and provide a total volume at the bottom of the form. **Note: one full letter or legal size file drawer contains two cubic feet. Fractions should be rounded up.**
- Item 15 Audit Authorization** – The Auditor Signature for the Requesting Agency, in block **15A** and date block **15B**, for all **County and Municipal** fiscal records. This must be signed *before* submission to the Division of Archives and Records Management. **State Agencies** complete items **1 through 14 only for fiscal records.**
- Item 16 DARM Authorization (Division)** - Blocks **16A through 16C** are reserved for the Division of Archives and Records Management.
- Item 17 Disposition** - Enter the manner in which the records have been disposed in **Item 17**. In block **17A** include the signature of the official verifying the disposal and the verification date in block **17B**. **NOTE: Return all four (4) parts of the form intact**, to the Division. The **Follow-up** and **Requesting Agency** copies will be returned to you with items **16A through 16C** completed - a Signature in block **16C** indicates formal approval of the disposition request. After disposal, return the **Yellow, DARM Follow-up** copy to the Division, the **Goldenrod, Auditor** copy to the Auditor, and retain the **Pink, Requesting Agency** copy to complete the process. **Please include a self-addressed envelope for expedited service.**