



LOCAL GOVERNMENT RECORDS DESTRUCTION NOTICE

Date _____

04/04

To document the legal destruction of records in your agency's records disposition authority (RDA), send this form to the ADAH Government Records Division. **Records not covered by an approved RDA, or records created prior to 1900, may not be legally destroyed.** If you would like ADAH to review your notice before the records are destroyed, please submit it **10 days** before the scheduled destruction date. Your office should retain a copy. If you have questions, contact the ADAH Government Records Division at (334)242-4452.

Please type. See instructions on back.

Local Government _____

Department _____

Program Unit _____

SEND ORIGINAL FORM TO:
DEPARTMENT OF ARCHIVES AND HISTORY
ATTENTION: LOCAL RECORDS SECTION
P.O. BOX 300100
MONTGOMERY, ALABAMA 36130-0100

This agency will destroy the records listed in the manner checked below:

SHREDDING LANDFILL BURNING RECYCLING OTHER _____

MICROFILMING, WITH DESTRUCTION OF THE ORIGINAL RECORDS (**Note:** Microfilm must meet ANSI/AIIM standards before the destruction of original records can be approved.)

DATE OF DESTRUCTION _____ CUBIC FEET DESTROYED _____

I hereby certify that the records to be destroyed are correctly represented below, that they are eligible for destruction according to a records disposition authority approved by the Local Government Records Commission, that audit and Sunset Review requirements have been fully satisfied, and that the records are not required for any pending or imminent litigation.

Signature and Title of Authorizing Official _____

Name/Telephone Number of Person Completing Notice _____

RDA RECORD NUMBER	NO. OF <input type="checkbox"/> boxes <input type="checkbox"/> reels <input type="checkbox"/> books	RECORDS TITLE - AS SHOWN IN RDA (Include variant titles in parentheses)	DATE SPAN OF RECORDS TO BE DESTROYED	DATE LATEST RECORDS LISTED WERE AUDITED

The records above have been destroyed in the manner shown. Witnessed by _____ Date _____
Name/Title

INSTRUCTIONS

Date: List the date the notice is completed.

Local Government: List the name of your county or municipality.

Department: List the principal administrative unit responsible for the records (e.g., county commission, city clerk, police department, board of education).

Program Unit: List the unit within the department where the activity originates (e.g., personnel department, patrol division, superintendent's office or individual school).

Method of Destruction: List the method to be used to destroy the records. Refer to the section "How Should Records Be Destroyed?" in the ADAH procedural leaflet *Records Destruction Procedures for Local Governments*.

Date of Intended Destruction: List the date on which destruction of the records took place or will take place. If you would like for ADAH staff to review your notice prior to destroying the records, please choose a date at least 10 days after the notice is mailed.

Cubic Feet Destroyed: This figure can be calculated by using the following conversion chart:

1 standard (15" x 12" x 10") records carton	1.0 cubic foot
1 letter-size file drawer	1.5 cubic feet
1 legal-sized file drawer	2.0 cubic feet
1 letter-sized file drawer	1.0 cubic foot
Woodruff document files (15" deep), 3 drawers	1.0 cubic foot
Letter-sized shelf unit 36" long	2.4 cubic feet
Legal-sized shelf unit 36" long	3.0 cubic feet
Fifty 100-foot 35mm microfilm rolls	1.0 cubic foot
One hundred 100-foot 16mm microfilm rolls	1.0 cubic foot
10,000 tab cards	1.0 cubic foot
3 x 5 cards, ten 12" rows	1.0 cubic foot
4 x 6 cards, six 12" rows	1.0 cubic foot
5 x 8 cards, four 12" rows	1.0 cubic foot

Signature and Title of Authorizing Official: The destruction notice should be signed by the person who is *legally responsible* for the records (*county administrator, probate judge, city clerk, chief of police, superintendent of schools*).

Name/Telephone Number of Person Completing Notice: Please list the name and telephone number of a contact person who works with the records on a daily basis (preferably, the same person who filled out the destruction notice).

RDA Record Number: In this column, list the number of the record listed before the record title in the RDA.

Number of Boxes/Reels/Books. For each record listed, show number of boxes, reels (microfilm) or books.

Records Title: List the exact title listed in the RDA. You may list more than one type of record on the destruction notice.

Date Span: List the beginning and ending dates for each records series.

Date of Last Audit: List the date of release of the most recent audit report by the Examiners of Public Accounts or, for a municipality or municipal school board, by a private auditing firm.

Note: The last line on the notice is completed after the records' destruction by the individual who witnessed the destruction.

RETAIN A COPY OF EACH RECORDS DESTRUCTION NOTICE SENT TO ADAH FOR THE PERIOD CALLED FOR IN YOUR AGENCY'S RDA.