

Destruction of Records



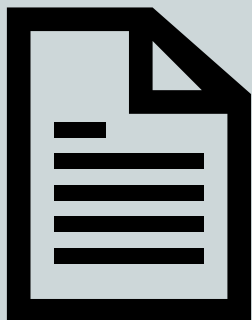
**Records Management
Secretary of State Tre Hargett**

05.17.23

Destruction Requires an RDA



- Records are not to be destroyed without an RDA according to T.C.A. § 10-7-303



PRC Approval



- No records shall be scheduled for destruction without the unanimous approval of the voting members of the Public Records Commission.
 - Approval from the Commission is received through the RDA process.
- All agencies shall destroy records using State approved procedures.



Determining Destruction Date



- Check the RDA's cut-off event and retention period
- All records that have not been deemed permanent will eventually need to be destroyed
- Records may not be destroyed solely because of lack of space or funding for storage
- RDAs constitute a legal plan for the destruction of records

	File Cut-Off	Retention Schedule	Retention Count	Destruction Date
Calendar Year	2015	10 years	2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025	1/1/2026
Fiscal Year	2020	5 years	FY2011 (7/1/2020-6/30/2021), FY2012 (7/1/2021-6/30/2022), FY2013 (7/1/2022-6/30/2023), FY2014 (7/1/2023-6/30/2024), FY2015 (7/1/2024-6/30/2025)	7/1/2025
Academic Year	2020	5 years	AY2011 (9/1/2020-8/31/2021), AY2012 (9/1/2021-8/31/2022), AY2013 (9/1/2022-8/31/2023) AY2014 (9/1/2023-8/31/2024) AY2015 (9/1/2024-8/31/2025)	9/1/2025

Determining Destruction Date, cont'd.



- Records can only be destroyed once their full retention period is over



Destruction of Electronic Records



- Electronic records must adhere to their RDA
 - Requirements do not change solely because of a new format
- Destroying digital information is more difficult than it seems
 - Deleted information does not immediately disappear; it is slated to be written over
- Hard drives must be properly destroyed when decommissioned

Destruction of Electronic Records, cont'd.



- Organization is key in determining when electronic records are due for destruction
 - This can get complicated with large databases, enterprise content management systems (ECMs), & SharePoint servers
- It's important to know the difference between copies, non-records, and records

Methods of Destruction



- To determine the method of destruction, consult the RDA.
 - Criteria described in the RDA will determine how the records may be destroyed
- Records not requiring confidential destruction may be recycled.
- We recommend always shredding documents, it is the best way to be sure to protect confidential information.

Methods of Destruction, cont'd.



- Those that are deemed confidential, private, or sensitive can be shredded for a fee by the State Records Center to ensure that the information is protected.
- Any records may be confidentially destroyed upon request. Contact Sharon for more details.
- Confidential records destruction services are also available for offices not using the State Records Center storage services.

Destruction at the State Records Center



- Export a box list from Vitalweb to excel to search for boxes due for destruction.
- Send the proposed list to Sharon in RMD.
- Sharon will confirm with you before submitting the work order to VRC.
- A box list will need to be signed before the records are destroyed.
- Records stored at VRC will be destroyed by shredding.

Certificates of Destruction



- All destruction should be documented by a Certificate of Records Destruction (CRD).
- When records are destroyed in the agency, a CRD form should be filled out as soon as possible after destruction.
- This form documents the destruction date, record series, RDA number, date range for the records, volume destroyed, and destruction method.

CRD Location



- Certificates of Record Destruction are found on Records Management's website
- <https://sos.tn.gov/rmd>

Agency *	Division *	Address/Location *	Allotment Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Record Series Title *	RDA Number *	Date range of records disposed *	Volume *
<input type="text"/>	<input type="text"/>	<input type="text"/> (MM/YY) to (MM/YY)	<input type="text"/>
			Volume Type *
			<input type="radio"/> Cu. Ft.
			<input type="radio"/> GB
			<input type="radio"/> Other (Rolls, Films, etc.)
			<input type="text"/>

Note:



- Non-records do not need to be documented on a CRD
- Working Papers and Temporary Records can be documented on CRDs according to SW16 Temporary Records and SW17 Working Papers
 - Depending on the volume destroyed, it may still be helpful to submit a CRD
- Records Management maintains all CRDs and uses this information to monitor the record destruction process to ensure compliance with RDA requirements and statewide policies.

Note:



- Records Officers should also use the CRDs to track their own agency's destruction, which will assist them with records assessments and Records Holding Reports.
- The agency Records Officer is expected to review their agency's records and determine which ones are due for destruction.

Reformatting Records



- Records may also be destroyed after being reformatted, according to an RDA
- After records are reformatted, inspected, and verified according to established standards or guidelines, the originals may be destroyed, as they are then considered copies
- The reformatted version is now the official record

Questions?



- Please reach out to your Records Analyst with general questions about methods of destruction and RDAs.
- Contact Sharon Groves if you have questions about destroying records stored at the State Records Center (VRC) or if you have records in agency that need to be shredded by VRC.
- Thank you and have a great day!