

**MULTNOMAH COUNTY, OREGON  
ADMINISTRATIVE PROCEDURE REC-5**

<b>SUBJECT:</b>	Records Destruction
<b>PURPOSE:</b>	To define procedures for the destruction of county records
<b>ORGANIZATION RESPONSIBLE:</b>	Records Management Program
<b>DATE:</b>	July 8, 2009
<b>ORGANIZATIONS AFFECTED:</b>	All Departments/Offices
<b>LEGAL CITATION/ REFERENCE:</b>	ORS 192, OAR 166, Executive Order 301

**I. ELIGIBILITY FOR DESTRUCTION**

- A. County records can *only* be destroyed after they have met the minimum retention periods specified in approved records retention schedules (see REC-1).
- B. Records maintained in department storage may be destroyed by their custodians without notification to the Records Management Program, in accordance with approved retention schedules and department procedures.
- C. Records maintained in County Records Center storage may only be destroyed when authorized by the Records Administrator and an appropriate Department/Office destruction contact. In general, the Department/Office destruction contact is a member of the management team, or has been delegated the authority to approve destruction notices by Department/Office management. The Records Management Program tracks and regularly updates destruction contact information in cooperation with Departments/Offices.

**II. DESTRUCTION AUTHORIZATIONS**

- A. Records become eligible for destruction when they have exceeded the minimum retention periods indicated in the appropriate records retention schedule. The Records Center generally destroys records twice per year – in January and in July.
- B. Prior to destruction, the Records Center generates [Records Destruction Authorization Notices](#) for all scheduled records contained in the Records Center with expired retentions. These are forwarded to Department/Office destruction contacts, who:
  - 1. review the notices to ensure the records are no longer needed for audit, legal, administrative, or research purposes; and
  - 2. cross off any records listed for which there is a continuing need. A short note should be included explaining the reason for continued storage. Records crossed off of the destruction notice are placed on hold, and will not be destroyed (see below).
- C. For records remaining on the destruction notices, the Department/Office destruction contact signs on the space "Organization approval to destroy records described". This signature indicates that the records listed have met all audit, legal, administrative and research needs of the organization.
- D. After review and signature, the signed authorization is returned to 425/Records.
- E. The Records Administrator will review the returned Records Destruction Authorization Notices for accuracy, make any changes needed, and sign for approval of the destruction.
- F. Once authorization is completed, Records Center staff will remove the records from the shelves. When the records are picked up by the destruction/recycling vendor for destruction, the Records Destruction Authorization Notices will be initialed and dated, indicating when the records were sent for destruction/recycling.
- G. Copies of signed destruction notices and updated shelf lists are available on request from the Records Management Program.

### III. RECORDS PLACED ON HOLD

- A. Unless a specific time period is recommended by a Department/Office when making a hold request, records crossed off of the destruction notice shall be placed on hold for a period of one year. After this time, another destruction notice will be forwarded to the depositing Department/Office.
- B. There is no limit to the number of times a Department/Office may place records on hold. If records are continuously put on hold, however, the relevant retention schedule may need to be revised. Contact the Records Management Program for assistance in revising the schedule.

### IV. FAILURE TO RESPOND TO DESTRUCTION AUTHORIZATION NOTICES

- A. Departments/Offices which repeatedly ignore Destruction Authorization Notices and fail to respond to them in any way impair the efficient operation of the Records Center, and limit the availability of services to other customers.
- B. If no response is received to a Destruction Authorization Notice, a new one will be prepared at the next destruction cycle. It will include a note indicating how many times the authorization has been issued ("second notice," "third notice," etc.).
- C. If no response is received to the third notice, upon the fourth cycle the Records Center may return the records to the depositing Department/Office, or move the records to an alternative off-site storage facility. Associated charges shall be billed to the depositing Department/Office.

### V. RECORDS SENT TO THE RECORDS CENTER FOR IMMEDIATE DESTRUCTION

- A. Records with expired retentions and non-record materials (see REC-1(II)) may be transferred to the Records Center for immediate destruction. This is an especially useful process for large volumes of records requiring confidential destruction because they contain information exempt from public disclosure.
- B. When transferring records for immediate destruction, the Department/Office shall follow the records transfer procedures outlined in Administrative Procedure REC-3, with the following exceptions:
  - 1. The records do not have to be packed in standard Records Center cartons. Any carton which can be safely shipped is acceptable.
  - 2. Please remove any three ring binders. Otherwise, no special preparation for records to be confidentially recycled is required. There is no need to remove fasteners, separate paper stock, etc...
  - 3. Labels are unnecessary. However, the control number and the word "SHRED" must be written on the box in felt pen. Distribution Services will not pick up boxes that do not have this information written on them.
  - 4. Records with expired retentions must indicate Department/Office series number on the transmittal. Identify other materials as "Non-Record Materials" on the transmittal.
  - 5. Destruction Authorization Notice will need to be approved by the Department/Office destruction contact prior to shipping the materials to the Records Center.
  - 6. Materials improperly identified as Non-Record Materials shall be returned to the Department/Office of origin.