

<b>Procedure Title:</b>	Archives Procedure: Destruction of Records in Storage				
<b>Procedure Number:</b>	DHS-050-005-03	<b>Version:</b>	1.0	<b>Effective Date:</b>	12/06/2006

DHS Chief Administrative Officer

12/06/2006

Approved By: *(Authorized Signer Name)*

Date Approved:

## Procedure

Step	Responsible Party	Action
1.	DHS Archive Specialist	Periodically monitor database and destruction logs for records that need to be destroyed.
2.		Make a detailed listing of the boxes to be destroyed per customer. Title the list by customer and itemize each box by listing each box by number 1 through ... until all boxes have been listed.
3.		Write down the information from each label. * Note: descriptions (abbreviate if possible), dates, box numbers, and accession numbers and destruction dates.
4.		Contact Garten Services to arrange for a pickup date and time to have records picked up for destruction. * Note: "Destruction" is understood to be the shredding of paper archives and the incinerating of Microfilm or recording tape archives.
5.		Place up to as many as 5-box high stacks on a pallet, stacking boxes securely.
6.		Shrink-wrap the entire pallet securely for shipping.
7.		Fill out a Garten Services Records Destruction Services Receipt/Certificate, writing in the information requested in the gray shaded area only.
8.		Take the hand written list(s), the E-list(s) and staple together with the Garten Services pink copy/receipt.
9.		File in a Destruction folder labeled with the current year.
10.		Enter Destruction information into the database.

## For additional information and assistance see:

[Addendum 1, Archived Document Destruction Process Flow Chart](#)

**Policy that applies:**

DHS-050-005, DHS Archives Policy

**Form(s) that apply:**

None

**Contact(s):**

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**Procedure History:**

- **Version 1.0:**
  - 12/06/2006 - Initial Release

**Keywords:**

(List keywords here that might be used by someone to search for this policy on the internet)

