
HOW TO COMPLETE THE RECORDS DESTRUCTION FORM

1. **Complete the front part of the form** with your contact information and signature of the pastor, principal, or entity head.
2. Please leave the section “For Archives & Records Management Use Only” **blank**.
3. When destroying records, try to group them by **Classification** and use the **DOSA File Plan** to fill in the “Record Classification” column.
e.g. Financial Files (Office Copy) – [A]
4. Estimate the approximate **date span** of records being destroyed.
e.g. 1992-1999 or 1/1/2000-6/30/2000
5. Determine approximately **how much is being destroyed** using boxes, file folders or standard digital measurements. For paper materials, reference the size of a standard copy paper box which is approximately 1 cubic foot.
6. **Mail** a copy of the signed form to:
Archives & Records Management Office
11625 Old St. Augustine Road
Jacksonville, FL 32258

Or email a scanned copy to: klockard@dosafll.com.
7. Once the form is returned with the Chancellor’s signature, ensure records are **securely disposed**. They may be **burned** or **shredded**. Under no circumstances should records be placed in an unsecured trash can or dumpster. The Archives & Records Management Office can provide you with a list of vendors that offer onsite destruction services.
8. A **Records Disposal Certificate** is a permanent record of the Diocese and is issued at the time of destruction. Attach the Records Disposal Certificate to your copy of the signed Records Destruction Form as proof in case of litigation.
 - If you use a destruction vendor, the vendor should issue you a Records Disposal Certificate.
 - If you use one of the shred bins located in Diocesan Administrative Centers, the Archives & Records Management Office is responsible for those **Certificates of Destruction**.
 - If you destroy records using a method alternative to a vendor (like burning), the Archives & Records Management can provide you with an **Affidavit of Destruction** in place of a Destruction Certificate. Please attach this to the signed Records Destruction Form.