# Coordinate the secure destruction of temporary records and non-records

## Instructions for Using This Job Aid

*Use this job aid when you are assigned to coordinate the secure destruction of temporary records and non-records. Check off each step when you have completed the step.*

|  |  |  |
| --- | --- | --- |
| **Procedure** | **Actions/Decisions** |  |
| **1. Coordinate destruction of temporary paper records** | 1. Receive concurrence on whether the records are eligible for disposal. | ☐ |
| 1. Schedule the date when the destruction vendor will come pick up the records. | ☐ |
| 1. Coordinate with the logistics office to pick up the records and move them to the loading dock where the vendor picks up the records and destroys them. | ☐ |
| 1. File the certificate of destruction you receive from the vendor. | ☐ |
| **2. Coordinate destruction of temporary electronic records** | 1. Organize a records clean-up day annually. | ☐ |
| 1. Provide guidance to the Records Custodians based on ARO direction on how to delete temporary records eligible for disposal.  * Have custodians compile list * Needs to be an oversight and concurrence step here. | ☐ |
| 1. The custodian in the originating office deletes the records.  * The custodian ensures that the deleted records are not recoverable | ☐ |
| 1. Make a record of which files/records were deleted, when they were deleted and under what disposition authority. | ☐ |
| **3. Coordinate destruction of non-records paper materials** | 1. Organize a records clean-up day annually | ☐ |
| 1. Provide guidance to the Records Custodians on the disposal of non-record paper records. | ☐ |
| **4. Coordinate destruction of non-records electronic materials** | 1. The RLO organizes a records clean-up day annually. | ☐ |
| 1. Provide guidance to Records Custodians on the disposal of non-record electronic materials. | ☐ |
| 1. Send a periodic email to staff asking them to report on how much time they spent on the records clean-up, what and how much was destroyed. | ☐ |