## Oversee authorized destruction of Federal records in Agency business units

## Instructions for Using This Job Aid

*Use this job aid when you are assigned to oversee authorized destruction of Federal records in Agency business units. Check off each step when you have completed the step.*

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| **Procedure** | **Actions/Decisions** |  |
| **1. Receive notification that records are ready for destruction.** | 1. Scan the destruction form to determine if it is completed sufficiently. | ☐ |
| 1. If there are critical items missing, then return the form to the custodian for correction. | ☐ |
| 1. If the form appears complete, then continue to subtask 2. | ☐ |
| **2. Compare the form data to the file plan/records schedule** | 1. Read the description of the records. | ☐ |
| 1. Identify the close/cutoff date of records on the form. | ☐ |
| 1. Match records on the form with agency records schedule. | ☐ |
| 1. Determine if records are eligible for destruction based on retention in the agency records schedule. | ☐ |
| 1. If the records are not eligible for destruction, then notify the Records Custodian of the incorrect notification. | ☐ |
| 1. If the form describes non-records, then advise custodian of status and return to custodian for further action. | ☐ |
| 1. If the submitted form was incorrect, then make a pen and ink change with the correct information. | ☐ |
| 1. Follow procedures for disposition of records. | ☐ |
| **3. Send the form back to original staff member/Records Custodian who holds the records** | 1. Sign the form. | ☐ |
| 1. Transmit to the requestor. | ☐ |
| **4. Record data from the form in a tracking spreadsheet** | 1. To account for what has been destroyed. | ☐ |
| **5. File completed form** | 1. Receive signed form back with proof of destruction. | ☐ |
| 1. Enter destruction date in tracking spreadsheet. | ☐ |
| 1. File completed form. | ☐ |