

# 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.

Procedure	Actions/Decisions	
<b>1. Receive notification that records are ready for destruction.</b>	1. Scan the destruction form to determine if it is completed sufficiently.	<input type="checkbox"/>
	2. If there are critical items missing, then return the form to the custodian for correction.	<input type="checkbox"/>
	3. If the form appears complete, then continue to subtask 2.	<input type="checkbox"/>
<b>2. Compare the form data to the file plan/records schedule</b>	1. Read the description of the records.	<input type="checkbox"/>
	2. Identify the close/cutoff date of records on the form.	<input type="checkbox"/>
	3. Match records on the form with agency records schedule.	<input type="checkbox"/>
	4. Determine if records are eligible for destruction based on retention in the agency records schedule.	<input type="checkbox"/>

Procedure	Actions/Decisions	
	5. If the records are not eligible for destruction, then notify the Records Custodian of the incorrect notification.	<input type="checkbox"/>
	6. If the form describes non-records, then advise custodian of status and return to custodian for further action.	<input type="checkbox"/>
	7. If the submitted form was incorrect, then make a pen and ink change with the correct information.	<input type="checkbox"/>
	8. Follow procedures for disposition of records.	<input type="checkbox"/>
<b>3. Send the form back to original staff member/Records Custodian who holds the records</b>	1. Sign the form.	<input type="checkbox"/>
	2. Transmit to the requestor.	<input type="checkbox"/>
<b>4. Record data from the form in a tracking spreadsheet</b>	1. To account for what has been destroyed.	<input type="checkbox"/>
<b>5. File completed form</b>	1. Receive signed form back with proof of destruction.	<input type="checkbox"/>

Procedure	Actions/Decisions	
	2. Enter destruction date in tracking spreadsheet.	<input type="checkbox"/>
	3. File completed form.	<input type="checkbox"/>