

## DESTRUCTION OF RECORDS

A District record may be intentionally destroyed under any of the following conditions:

1. The record is listed on a records control schedule filed with the State Library and Archives Commission and either its retention period has expired or it has been microfilmed or electronically stored in accordance with legal standards.
2. The record appears on a list of obsolete records approved by the State Library and Archives Commission.
3. A destruction request is filed with and approved by the State Library and Archives Commission for a record not listed on an approved control schedule.
4. The district court issues an expunction order for the destruction or obliteration of the records, pursuant to state law.
5. The records are defined as exempt from scheduling or filing requirements or listed as exempt in a records retention schedule issued by the State Library and Archives Commission.

### *Local Gov't Code 202.001*

**EXCEPTIONS:** A District record the subject matter of which is known by the custodian to be the subject of litigation shall not be destroyed until the litigation is settled. A District record that is subject to a request under Chapter 552, Government Code, shall **not** be destroyed until the request is resolved.

### *Local Gov't Code 202.002*

## METHOD OF DESTRUCTION

Fort Worth ISD approved method of destruction is by cross cut shredding or pulping.

## PERSONAL LIABILITY

A custodian of local government records, records management officer, or other officer or employee of a local government may not be held personally liable for the destruction of a local government record if the destruction is in compliance with this subtitle and rules adopted under it.

# FORT WORTH ISD | FOR THE RECORD DISTRICT RECORDS MANAGEMENT



Date: \_\_\_\_\_ School/Dept. #: \_\_\_\_\_

Name: \_\_\_\_\_

School/Dept.: \_\_\_\_\_

Telephone#: \_\_\_\_\_

**I certify these records have met all retention requirements and there is no pending litigation or open records requests.**

## Custodian of Records Authorization:

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Record Series #	Description of Records	School Year Produced	Number of Boxes
Page ____ of ____		Total Number of Boxes	

## RECORDS MANAGEMENT DEPARTMENT USE ONLY

Destruction Approval: **Approved**      **Denied**

RDA#: \_\_\_\_\_

D Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reason for Denial:

## **Instructions for Completion of Records Destruction Authorization Form**

The Destruction Authorization form should be completed and two copies are to be made. Submit the original copy to the District Records Management Department (DRM) and retain the second copy for your school/department file. Each request is numerically identified and will be processed, once the Records Management Department reviews it.

1. Contact Information -- Complete the name of the person preparing form, as well as the date, school/department number, name, school/department name and telephone number.
2. Retention Schedule # -- You must provide the DRM with a retention schedule number for all documents to be destroyed. It is the school/department's responsibility to assure that all records have met the retention period required by state law. The retention schedules (Records Management Plan for Schools and Records Management for Administrative Departments) can be viewed at the District Records Management Portal Web site. Administrative Departments will need to request a copy of the retention schedule that relates to their department from the Records Management Department because the copy on the Web site does not contain the retention schedule numbers that are needed.
3. Record Description -- A specific detailed description **must** be given for all records that are requested for destruction. No general description is accepted. \*For example: Financial Records would be considered as general. A correct description is as follows: Financial Records -- Payroll Checks.
4. Date Range -- A specific date range must be given for all records. It will determine whether or not records have met their retention period.
5. Number of Boxes -- Specify the number of boxes you have for that category of records and the grand total of boxes to be destroyed
6. Authorization -- Please allow your school/department assigned Custodian of Records to review and sign the authorization signature located at the top right portion of the form.

**The Records Management Department will not schedule or destroy any records without the authorization signature.**

Records Management Use Only -- The bottom portion of the form is for Records Management use only. Once the documents have been destroyed our staff will sign off as destroyed, and a copy will be sent back to your school/department for your records.

Once your form is completed you can email or fax to Records Management. Fax #: 817-814-2114 or email to [recordsmanagement@fwisd.org](mailto:recordsmanagement@fwisd.org). Records Management will then review the request for compliance. If clarification or corrections are not needed, your request will be approved for destruction.