**Destruction Procedures**

Each year, I will activate a workflow that will search for all those records in the repository that have reached the end of their life cycle and are “ready for destruction”.  The workflow will find them all and place shortcuts to them into temporary folders for viewing by the administrative assistants responsible for the records in their departments. These administrative assistants will receive an email notification with these notes:

A Laserfiche search for documents **ready for destruction** has been completed and some of the records from your department have been identified. Shortcuts to these documents have been placed in this Laserfiche folder: LF - Business Processes\Process - Records ready for Destruction.  
  
**BE AWARE:**   
These documents MAY NOT be appropriately filed for final destruction dates and, since filing, may have become part of a Legal Hold. Please review each document carefully to determine if it is **actually** appropriate to destroy them. In order to be sure, you must be able to determine where each document fits on the Records Retention Schedule.  
  
**INSTRUCTIONS:**  
- Open the Laserfiche folder at: \LF - Business Processes\Process - Records ready for Destruction;  
- Open the folder for your department and view your department's documents;  
- Drag each document shortcut into the subfolders according to the choices you make for each;

- Email the Records Management Clerk when done.

**ADDITIONAL INSTRUCTIONS:**

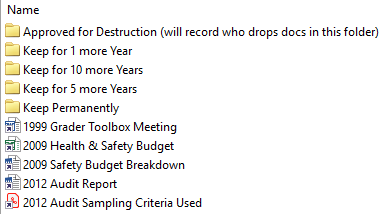
- After completing the decision stage and sorting of your records ready for destruction, complete a

search for any paper copies of the records that are now going to be approved for destruction.

Set these paper copies aside until the destruction certificate is signed by all parties, then drop the

copies into the shredding bins.  
  
**NOTE:**  
- If any of your records remain in this folder after \_\_\_\_\_\_\_\_\_\_, destruction will proceed as scheduled.

Each department has their own folder for sorting these shortcuts. The administrative assistants will view the records for their department and drag and drop the shortcuts into subfolders that will tell me what to do with them.  The folder, “Approved for Destruction” is monitored by another workflow that will record who approved them for destruction.



Once all the departments’ records have been viewed and decisions made, I will deal with them according to what folders the shortcuts were placed in.

Starting February 22, 2019, workflows will now record the following information during this process:

1. WF Name: Records Ready for Destruction
   1. When the workflow runs to find all the records ready for destruction, it will now add the field called “Original File Path” so that the choices made by the 1st Level approver can be acted upon more easily.

Result: I will be able to sort the shortcuts in the “Process - Records ready for Destruction” folders by sorting the Original File Path column to see which Record Series retention folders these items are actually residing in.

1. WF Name: Record Disposition Choice by 1st Level Approver
   1. This workflow will add the “Disposition Choice” field to the entries and fill in the words of which ever folder the shortcuts were dropped into.

Result: Now, when I go back to the Record Series folders after all the decisions were made, I will be able to sort them based on the column for “Disposition Choice” and easily move out the ones that the approvers wanted kept for a longer period of time.

For those entries ready for destruction, I will export to Excel each department’s list of shortcuts that were dropped into the Approved for Destruction folders and then print the spreadsheet to present to the departments’ supervisors for their signature, and then to the CAO for her signature, authorizing destruction.

The destruction certificates will be scanned into Laserfiche as our record of approvals for destruction.

Next step is to go into the retention folders where these documents reside, remove any of the ones that were dropped into folders requesting to be kept for a longer period of time, and complete the destruction steps on the remaining folders/entries.