**Draft Records Destruction Procedures 00??? - Electronic**

This document will describe the steps taken when electronic records have reached the end of their life cycle (disposition) and may now be destroyed.

**How to determine what may be destroyed:**

* Once a year, the Records Management Clerk will complete a search in the EDMS repository by activating a workflow that will locate all the records that have reached the end of their life cycle and are ready for destruction.  The workflow will find the records and place shortcuts to them into temporary folders for viewing by the administrative assistants responsible for the records in their departments.
* The Records Management Clerk will then forward an email to the administrative assistants that will need to take part in the approval process. This email will include instructions of where to go to view the documents, what steps to take, and what to watch out for (sample email on Page 2).
* The administrative assistants will need to view the records via the shortcuts located in the temporary folder for their department. After viewing, they are to drag each shortcut into one of the decision folders and email the Records Management Clerk when done.
* The administrative assistants will also need to locate any paper copies of those records that were placed in the Approved for Destruction folder and set those aside until after the Destruction Certificate is completed in full.
* The Records Management Clerk will note which documents were dropped into the folders requesting an extended hold and will move those documents accordingly.

**Documenting what will be destroyed:**

* The Records Management Clerk will export the list of those documents approved for destruction onto an Excel spreadsheet template and create a Destruction Certificate.

**Authorization for destruction:**

* The Destruction Certificates will be printed and presented to department supervisors and the CAO for their signatures, authorizing destruction.
* Once signed by the department supervisors and the CAO, the Destruction Certificates will be scanned into the EDMS repository as our record of authorization for destruction.

**Destruction:**

* The Records Management Clerk will then go into the EDMS repository retention folders where these documents reside and complete the steps for destruction of electronic records.
* The EDMS will be set to retain the metadata on any documents destroyed.

The following is an example of instructions that will be given, via email, to the administrative assistants that will be sorting through the records ready for destruction and completing the first stage of approvals:

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.

**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;

- Make sure you know where these documents fit on the current Records Retention Schedule;
- Drag each document shortcut into the subfolders according to the choices you make for each;

- You may also have some paper copies in files that should be pulled and dumped in the shredding bins;

- Email the Records Management Clerk when done.

After this is done, the Records Management Clerk will prepare a Destruction Certificate, outlining the records you have marked for destruction, for your department supervisor and the CAO to sign authorizing the destruction process to proceed.

**NOTE:**
If any of your records remain in this folder after \_\_\_\_\_\_\_\_\_\_, destruction will proceed as scheduled.