Records Management

Request to Destroy Scheduled Records

School/Department Work Copy

Instructions: *To complete the required table below, please reference the GS1-SL or GS7 Records Schedule to identify the "book used, item # and title."*

1. Schools/departments can look online at sbac.edu for a copy of the "General Records Schedule GS1-SL (State and Local Government Records) or GS7 (Public School Records) to use in deriving the item in the Record Series. Linked from our forms website at bottom of page or at the Florida Government Information website.
2. If possible, keep all same item #'s in one box.
3. If multiple items listed are included in one box, bracket the items contained in the box and indicate only "1" box in the number of boxes column.
4. Make sure Inclusive Dates are accurate: (ex: mm/dd/yy - mm/dd/yy)
5. Dimensions should indicate the length, width and height in inches.
6. Return completed form to recordsmanagement@gm.sbac.edu
7. In the subject line of your email please type **DESTRUCTION REQUEST**. See Records Management sheet for recent updates.
8. Call Records Management for assistance, if necessary. *(Brittney Frisina @ 955-7300, ext. 1225)*

Record Series List Schedule Number GS1-SL or GS7

Book Used	Item #	Title	Inclusive Dates	Dimensions	# of Boxes

I hereby certify that the records to be disposed of are correctly represented above, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.

_____ _____

Department/School Date

_____ _____

Type Signature or Print & Sign Print Name