**Authorization to Destroy Paper Records**

*If you have questions, call (919) 814-6900 and ask for a Records Management Analyst.*

**Before** a state agency office may destroy any paper record that has not met its required retention period and keep only a digital surrogate of that record, **all** the following conditions must be met:

* The office agrees to abide by all guidelines and best practices as published by the Department of Natural and Cultural Resources, including File Format Guidelines and Best Practices for File-Naming.
* An electronic records policy has been approved by the office and authorized by the Department of Natural and Cultural Resources.
* All records series that will be scanned and their paper records destroyed after quality audits are listed in the table below:

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| --- | --- | --- |
| **Records Series Title** | **Inclusive Dates**(1987-1989;2005-present[[1]](#footnote-1)) | **Required Retention Period** |
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* Quality control audits have been performed on the electronic records.
* The digital surrogates will be retained for the entirety of the required retention period.

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| Requested by: |  |   |   |
| Signature | Title | Date |
| Approved by: |  |  |   |
| Signature | Division Director/Office Supervisor | Date |
| Concurred by: |  |  |  |
| Signature | Agency Chief Records Officer | Date |

1. If an office uses an open-ended date on this authorization form, the destruction of records must be listed on a destructions log with the precise dates of the records destroyed at a given time. [↑](#footnote-ref-1)