**AGENCY RECORDS CLEAN-UP/MIGRATION PROJECT**

**AUTHORIZATION FOR DELETION/DESTRUCTON**

**(Transitory and Secondary/Duplicate Copies)**

I, ­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ verify that the following file(s) and drives have been properly reviewed according to the agency and state records and information policy and approved retention schedules and either contain ***only transitory records or are secondary/duplicate copies or cc's not requiring action on my part and can therefore be deleted.***

I have removed all official business records from the files/drives and have:

* Saved them under the appropriate file folder/ repository on agency network drive; OR
* Moved them into authorized agency email storage repository; OR
* Moved them into another designated agency recordkeeping application (ECM).

I have deleted or have authorized the deletion and destruction of the following:

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| --- | --- | --- | --- |
| **Date Range** | **Records Description/Title** | **Location** | **DAN** |
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Key words used to search for appropriate disposition for above list:

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I attest that the above records are NOT affected by an open and active litigation hold or part of an open public records request or discovery.

Attested by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name/Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Destruction: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_