

NOTICE:

**NEW POLICY & PROCEDURE
AT THE
RECORDS MANAGEMENT CENTER**

(As of February 2015)

To assist and alleviate any confusion, any future “SHRED ONLY REQUESTS” will require that a “Shred Only Form” (see attached) be filled out and signed by the Department Head and/or Elected Official. If and when an Elected Official/Department Head designates “authorized Staff” to sign off on these forms, we will require a written memorandum from the Elected Official/Department Head notifying us of the authorization.

We will no longer be accepting an email, fax, or written memo. This form must detail all records that are being sent for destruction. However, many times, we receive “recycled misc. documents” from departments for *recycling purposes* and those too are still welcome. However, they must also be sent with this form and categorized as “Misc. Documents for Recycling Purpose” and checked as Administratively Valuable. The RMC offers these “shred only requests” as a service, above and beyond the maintaining of records. As a reminder, please **do not** include trash within these boxes. We **only recycle paper** not plastic, foam, glass, metal, etc. ***Any non-compliance of this, will result in future “shredding only” denials.*** The RMC will pick up the records and shred them accordingly; upon receiving the required documentation mentioned above.

Any records that are currently being maintained at the RMC (*refer to your departments’ latest Inventory List provided by the RMC*) are not subject to this new policy. When records reach their appropriate Retention Period/s, the RMC in turn submits an official “Destruction Request” and obtains the department head or elected official approval before destroying them. There is no change to this Policy & Procedure currently in place.

In addition, and in accordance with the Texas State Library and Archives Commission; the RMC **cannot** destroy records for any department that has not signed and submitted the following documents:

[TSLAC Declaration of Compliance Form](#)
[TSLAC Policy Statement by Elected Official](#)

Ask the RMC staff if you are uncertain whether your department has these forms “on file”. Feel free to give us a call and we will assist you with this process toward becoming a department that we serve.

“SHRED ONLY” POLICY AND PROCEDURE

Policy:

- I.** Verify that with Records Management that your department is in compliance with all the necessary forms required by the Texas State Library and Archives Commission before making any requests for pickup.
- II.** When verification is confirmed, fill out the “Shred Only Form” required before making pickup requests and/or drop offs. Form must be completely filled out and signed, to avoid any shredding/destruction denials.
- III.** Once all verifications and forms are completed, call Records Management to schedule a pickup or drop off. Please make sure to include the **original** “Shred Only Form” when sending these records over to the center.

Instructions for boxing “Shred Only” requests:

- I.** Shred only requests do not require the RMC label as storage boxes do. However, please mark these boxes as “Shred Only” with either a marker and/or a self-made label.
- II.** Shred only records may be boxed in banker boxes, recycled boxes, copy paper boxes, and/or any box similar in size.
- III.** A secured lid is required for all boxes being sent to avoid any records from flying off our truck’s bed.
- IV.** No boxes will be picked up if the weight is too heavy. We don’t have a “set” weight limit; however, please note that only **ONE** person does the picking up and lifting of these boxes. Please be considerate.
- V.** We will not accept any boxes larger than the ones listed.