

RECORDS DESTRUCTION REPORT

INSTRUCTIONS

1. Print or type all information.
2. Use this form to report records destroyed under authority of a General Records Retention schedule or an approved agency retention schedule.
3. Report only records that are physically destroyed, not records transferred to the Minnesota Historical Society.

Agency		Person Reporting Destruction				Date Report Submitted													
Address		City, Zip		Telephone ()															
General Schedule Name or Agency Schedule Number (e.g. "City Gen. Sch." or "87-123")	Section of Schedule Where Record is Listed	Item No. As Listed on Schedule	Record Title (use same title listed on schedule)	Inclusive Dates	Date Destroyed	Quantity* (Cubic Feet)													
<p>*VOLUME CHART TO DETERMINE CUBIC FEET</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Letter Size Drawer = 1.5</td> <td style="width: 33%;">Record Center Box = 1.0</td> <td style="width: 33%;">3 x 5 Card = 0.1</td> </tr> <tr> <td>Legal Size Drawer = 2.0</td> <td>12" x 15" x 10"</td> <td>4 x 6 Card = 0.2</td> </tr> <tr> <td>Shelving 4' Letter = 2.3</td> <td>Transfer Case = 2.5</td> <td>5 x 8 Card = 0.3</td> </tr> <tr> <td>Shelving 4' Legal = 3.0</td> <td>24" x 16" x 11"</td> <td>Printouts 1 = 1.25</td> </tr> </table>								Letter Size Drawer = 1.5	Record Center Box = 1.0	3 x 5 Card = 0.1	Legal Size Drawer = 2.0	12" x 15" x 10"	4 x 6 Card = 0.2	Shelving 4' Letter = 2.3	Transfer Case = 2.5	5 x 8 Card = 0.3	Shelving 4' Legal = 3.0	24" x 16" x 11"	Printouts 1 = 1.25
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						Total Cubic Feet Destroyed (include records listed on back)													

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