



Department of Archives & History

INSTRUCTIONS FOR COMPLETING: REPORT ON RECORDS DESTROYED (ARM-11)

This form should be used to **report the destruction of records that have met their full retention** as listed in the General or Specific Record Retention/Disposition schedules. Upon completion, sign and return this form to the State Archives, Records Management Services, and retain a copy for reference to document the legal disposition of your records.

Record Group Number: Enter your Record Group Number in this block, if you know it. If you don't, leave the block blank and it will be completed by a SCDAH Records Analyst upon receipt of this form.

SECTION I

- 1. Name of Agency:** Enter the name of the agency, board, etc., or the local government subdivision, (county, municipality, school district, special service district, etc.) that creates/maintains the records being destroyed.
- 2. Division or Office:** Enter the name of the agency division or the local government department/office that creates the records.
- 3. Person Completing the Form:** Enter the name of the person filling out this form.
- 4. Telephone Number:** Enter the telephone number of the person filling out this form.
- 5. Email:** Enter the contact email address of the person filling out this form.
- 6. Date of Form Completion:** Enter the date that this form was completed.
- 7. Signature of Person Completing Form:** Enter the signature of the person completing this form.

SECTION II

- 8. Records Series Titles:** Enter the exact record series title as it appears in the general or specific record retention schedule for each record series destroyed.
- 9. Record Series Number:** Enter the appropriate record series/schedule number as it appears in the general or specific retention schedule for each record series destroyed.
- 10. Inclusive Dates:** Enter the earliest and latest dates covered by the records destroyed (10/1998-9/2000; or 1997-1998)
- 11. Volume:** Enter the volume of records destroyed. If the records are in paper format, the volume should be entered in cubic feet. If the records are in an electronic format, the volume should be entered in megabytes.

 - a. Confirm the total volume of records at the bottom of the column.
- 12. Date of Destruction:** Enter the date of destruction (10/25/2024).