



Office of Archives & Records Management

11625 Old St. Augustine Road
Jacksonville, FL 32258

(904) 262-3200, ext. 120

www.archives.dosafl.com

RECORDS DESTRUCTION FORM

All Diocesan entities are required to complete a Records Destruction Form before destroying any Diocesan Records, as defined by DOSA's Information & Records Policy, promulgated 4/5/2022, and listed on the approved Diocesan Records Retention Schedule.

Send the completed form to the Archives & Records Management Office (A&RM) at archives@dosafl.com. It will be signed and approved by the Chancellor. Please maintain the signed copy of this form permanently along with any Certificates of Destruction. Please call the A&RM with any questions or concerns: 904-262-3200 x120.

Record totals can be estimated. For paper records, 1 cubic foot (cf) is about the size of a xerox paper box. One file cabinet drawer is between 2 – 3 cf depending on how full the drawer is and whether the files are stored laterally (usually 2 cf) or vertically (3 cf). Electronic records can be measured using the most logical format (MB, GB, 1,000 email messages, etc.)

Entity: _____ Email: _____

Address: _____

Contact Person: _____ Phone: _____

I certify that the records listed below are no longer needed for administrative, fiscal, legal, historical, or archival purposes and are eligible for destruction. I also certify that those records are not, to my knowledge, subject to a litigation hold notice due to legal action.

Pastor/Entity Head: _____ Date: _____

For Archives & Records Management Use Only

The Director of A&RM certifies that the records listed are not subject to archival review and meet the criteria for destruction and may be destroyed after: _____.

Date Received: _____ Director A&RM: _____ Date: _____

Chancellor Approval: _____ Date: _____

