

Office of Archives & Records Management

11625 Old St. Augustine Road Jacksonville, FL 32258

(904) 262-3200, ext. 120



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:		

Last Updated: 4/2022



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(#)	www.archives.dosafl.com

Record Classification	Date Span	How Much?
(See DOSA File Plan)	(Earliest Date – Most Recent Date)	(# Boxes/files, MB/GB, etc.)
(SEE DOSA THE Hull)	(Luriest Date - Wost Neterit Date)	(# DOXES/JITES, IVID/ GD, ETC.)

Under no circumstances should records be placed in an unsecured trash can or dumpster. Please contact the A&RM for alternative destruction methods or approved shredding vendors.

2 Last Updated: 4/2022



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3 *Last Updated: 4/2022*