



RECORD OF DESTRUCTION

State Form 57700 (2-25)

INDIANA ARCHIVES AND RECORDS ADMINISTRATION

- INSTRUCTIONS:**
1. Use this form to document destruction of public records as needed. Maintain this form in your agency under Record Series GRREC-2 on the General Retention Schedule for All State Agencies.
 2. This form acts as internal documentation for the use of State agencies and does not need to come to the Indiana Archives and Records Administration.

SECTION A: RECORD INFORMATION

Record Series Number	Record Series Title
Division (if applicable)	

SECTION B: DESTRUCTION INFORMATION

Location of the records	
<input type="checkbox"/> Server	<input type="checkbox"/> Electronic record keeping system: _____
<input type="checkbox"/> External media	<input type="checkbox"/> Database
<input type="checkbox"/> Cloud	<input type="checkbox"/> Storage facility: _____
<input type="checkbox"/> Electronic mail system	<input type="checkbox"/> Storage in agency: _____
<input type="checkbox"/> Social media platform: _____	

Method of destruction	
<input type="checkbox"/> Deletion*	<input type="checkbox"/> Pulping
<input type="checkbox"/> Incineration	<input type="checkbox"/> Vendor: _____
<input type="checkbox"/> Shredding	<input type="checkbox"/> Other: _____
*Includes any backups and primary or secondary recycle bin locations.	

Date eligible for destruction	Date of destruction
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Is a system log available that separately records this destruction?	If yes, how can the system log be accessed?
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Is a destruction certification available?	If yes, how can the destruction certification be accessed?
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SECTION C: SIGNATURES

Records Coordinator signature	Date
Signature of person destroying the records	Date