RECORDS DESTRUCTION REPORT

INSTRUCTIONS:

1. This form is for agency information only. State and local governments are required by law (M.S. 138.17, Subd. 7) to permanently retain a list of destroyed records.
2. Use this form to document records destruction under authority of the Court Record Retention Schedule.
4. Document records that are physically destroyed and transferred to the Minnesota Historical Society State Archives.
5. Use additional pages as necessary.
6. Volume chart to determine cubic feet:

Letter Size Drawer = 1.5	Transfer Case (24” x 16” x 11”) = 2.5
Legal Size Drawer = 2.0	3 x 5 Card 12” Row = 0.1
Shelving 4’ Letter = 2.3	4 x 6 Card 12” Row = 0.2
Shelving 4’ Legal = 3.0	5 x 8 Card 12” Row = 0.3
Record Box (12” x 15” x 10”) = 1.0	Printout 12” Stack = 1.25

District and County	**Person Reporting Destruction**	**Date**
Address	**City, Zip**	**Telephone**

File Number and Case Name	**Section of Schedule Where Record is Listed**	**Item No. as Listed on Schedule**	**Record Title (use same title as listed on schedule)**	**Inclusive Dates**	**Date Destroyed**	**Quantity in Cubic Feet**