

## **RECORDS MANAGEMENT PROCEDURE (DGS-RM-2)**

### **RECORDS DESTRUCTION CERTIFICATION**

#### **I. PURPOSE**

DGS-RM-1, Records Scheduling, the first in a series of records management procedures to be issued, instructed all State agencies in developing and using records disposition (retention) schedules to insure prompt and orderly disposal of records not required by the operations of the agencies. This procedure defines the responsibilities of all State agencies in providing certification for the destruction of records specified in approved records retention schedules.

#### **II. AUTHORITY**

In accordance with the State Government Article, Subtitle 6, Part IV, Section 10-632, the Department of General Services, Records Management Division and the Maryland State Archives have adopted regulations in which the Records Management Division will receive the Certificates of Records Disposal.

#### **III. PROCEDURE**

The timely disposal of records which have lost all administrative value and which have no archival value will result in significant savings of space, equipment, and time. All State agencies are urged to utilize records retention schedules, thereby removing and destroying unneeded records as scheduled.

Upon the disposal of a series or a group of records scheduled for destruction by an authorized records retention schedule, a Certificate of Records Disposal (Form DGS-550-2) will be prepared. The signed original will be sent to the State Records Management Center, 7275 Waterloo Road (Rte. 175), P.O. Box 275, Jessup, Maryland 20794-275, and a copy retained in the agency files. A certificate will be prepared also in the event that the records are destroyed after microfilming or imaging. The certificate should briefly describe the records destroyed, their inclusive dates and volume.

#### **IV. RESPONSIBILITY**

In compliance with the authority cited earlier, all State agencies, boards, and commissions are required to prepare Certificates of Records Disposal upon destruction of their records. Assistance in complying with this procedure and copies of Form DGS-550-2 can be obtained by calling 410-799-1930 or by writing to the State Records Management Center.