

Florida State Records Center

Request for the Destruction of Eligible Records Not Stored in the State Records Center

Instructions for customer:

- Label each box to be destroyed with a completed "Non-SRC Destruction" box label.
- Remove or deface other Records Center labels on the box, if any.
- Complete this form. The Records Custodian or designee must sign the form in box 8 certifying the records are eligible for destruction.
- Fax or mail this form to the State Records Center.

1. Name & Address of Requesting Agency	2. Agency Contact
	3. Telephone No.
4. Location of Records	5. Number of Boxes to be Destroyed
6. Work Order Number (<i>SRC use only</i>)	7. Date

8. I hereby consign the number of boxes listed in Box 5, above, to the Division of Library and Information Services for destruction and certify that all public records contained therein are eligible for disposition according to records retention schedules approved by the Division of Library and Information Services. I understand that it is the responsibility of the records custodian to document the disposition of public records according to Chapter 1B-24.003 of the Florida Administrative Code.

Signature of Records Custodian

Date

Printed Name

Telephone

This form may be faxed or mailed to:

Florida State Records Center
Department of State
Division of Library & Information Services
Mail Station 9A
Tallahassee, Florida 32399-0250
Fax: 850.245.6795

9. Disposal Certificate The number of boxes specified in Box 5 above have been disposed of.

Signature SRC Manager

Date