

Instructions to ARM 7: Records Destruction Report

Dept. of Accounting & General Services, Archives Div., Records Management Br.

The ARM 7 is used to document the disposal of records under an agency's control*, in accordance with retention schedules approved by the State Comptroller. All records must satisfy the record retention and disposition requirements listed on either the *General Records Schedules 1- 11, 2002 (GRS)* or a *Records Disposition Authorization, form SA-1* before the records are destroyed.

Complete the ARM 7 in triplicate. Send copy 1 to the DAGS Records Management Branch, which will compile statistics on the volume of records destroyed. Send copy 2 to your Departmental Records Officer for his/her reference. Retain copy 3 in the office that completed the ARM 7 to document the records disposal. The ARM 7 forms should be retained in accordance with *GRS 7, 2002 Item 7.4*.

Agency and Record Custodian: Identify who is reporting the disposal.

Records Disposition Authorization

This asks, "what is the record retention authority for the records that were destroyed?" If the GRS is the authority, cite the GRS Schedule and Item number(s). If a SA-1 is the authority, cite the date of the SA-1 and the item number(s). If there is insufficient writing space in this block, write the information in the "Description of Records" block on the form.

Disposal Date: When were the records destroyed?

Description of Records

Identify the records as written in the approved retention authorization. As an example, form G-1s should be listed as "Application for Leave of Absence."

Dates Covered: This normally refers to the year (i.e., fiscal year, calendar year) the records closed. Records retentions are computed from a cut-off period specified in the retention authorization. As an example, the retention period for legal case files may be 10 years after the end of the calendar year (CY) in which they closed. So, in 1997, case files closed prior to CY 1987 are eligible for disposal.

Volume: Report the volume of records destroyed in cubic feet.

Cubic Foot Equivalency Chart

<u>File Folder Drawers</u>	<u>Cu. Ft.</u>	<u>Map Or Plan Drawer</u>	<u>Cu. Ft.</u>
Letter	1.5	2" x 26" x 38" (flat)	1.1
Legal	2.0	2" x 38" x 50" (flat)	2.2
Ledger	3.0	4" x 26" x 38" (flat)	2.3
Jumbo	4.0	4" x 38" x 50" (flat)	4.4
<u>Shelf Unit</u>		<u>Map Or Plan Tubes</u>	
Letter 36" long	2.4	2" x 2" x 38" (roll)	0.1
Legal 36" long	3.0	2" x 2" x 50" (roll)	0.1
		4" x 4" x 38" (roll)	0.3
<u>Records Center Containers</u>		4" x 4" x 50" (roll)	0.5
10" x 12" x 15" (Paige)	1.0		
3.5" x 8" x 14" (tab)	0.2	<u>All Others: Use Formula</u>	
6" x 6" x 48" (map)	0.8	<u>L x W x H (Inches)</u>	
4" x 4" x 48" (map)	0.3	1728" = cu. ft./unit	

Signature of Records Custodian and Date Signed: The record custodian signs and dates the form.

*Note: The ARM 4 form is used to request the record custodian's approval to dispose of records stored in the State Records Center, and to document the subsequent disposal.