



Local Government Records Destruction Notice

To document the legal destruction of records according to your agency's Records Disposition Authority (RDA), send this completed form to the Alabama Department of Archives and History (ADAH) to receive your letter of eligibility. Records not covered by an approved RDA, or records created prior to 1900, may NOT be legally destroyed. For questions, contact the ADAH Archives Division at 334-242-4452. Please do not mail the form. Instead, email the destruction notice to Becky.Hebert@archives.alabama.gov. Electronic signatures are allowed.

Date	Local Government	Department	Program Unit
<input type="text" value="01-15-2019"/>	<input type="text" value="City of Montgomery"/>	<input type="text" value="City Clerk's Office"/>	<input type="text"/>

First Name	Last Name	Job Title	Phone Number
<input type="text" value="Jane"/>	<input type="text" value="Joe"/>	<input type="text" value="Senior Administrative Assistant"/>	<input type="text" value="334-625-2096"/>


Email	Street	City	State	Zip
<input type="text" value="city.clerk@montgomery.al.gov"/>	<input type="text" value="103 North Perry Street"/>	<input type="text" value="Montgomery"/>	<input type="text" value="AL"/>	<input type="text" value="36104"/>

Please list name, title, email, and phone number for any other individuals, not listed above, who need to be copied when sending the letter of eligibility.

Select the manner in which records will be destroyed	Date of Intended Destruction	Select the retention schedule you are using to destroy records
<input type="text" value="Shredding"/>	<input type="text" value="02-28-2019"/>	<input type="text" value="Municipalities"/>
<input type="text"/>		

Total cubic feet of obsolete paper records destroyed?	Total bytes of obsolete electronic records destroyed?
<input type="text" value="114"/>	<input type="text" value="112000"/>

I hereby certify that the records to be destroyed are correctly represented below, that they are eligible for destruction according to the Records Disposition Authority approved by the Local Government Records Commission, that audit and Sunset Review requirements have been fully satisfied, and that the records are not required for any pending or imminent litigation.

Signature of Authorizing Official	Printed Name of Authorizing Official	Title of Authorizing Official
	<input type="text" value="John Mo"/>	<input type="text" value="City Clerk"/>

(Signature may be digital but may not only be a typed name)

**For Schools: Must be the Superintendent of Education*

RDA Record #	Records Title As Shown on RDA	Date Span	Retention as shown on RDA	Date Audited	Volume
5.05	Utility Meter Reading, Billing, and Collection Records	1999-2012	Retain 2 years following audit	2015	67
5.07b	Utility Department Operational Records - Operations/dispatch logs	2001-2015	Retain 3 years	n/a	10
12.01	Building Inspection Files	1970-2010	Retain 7 years (Code of Alabama 1975, Section 6-5-221 through -227 [revised 2011]).	n/a	15
15.01	Parade or Public Meeting Applications and Permits	2000-2015	Retain 2 years following audit. (If a parade or meeting results in litigation, retain records until final disposition of the case.)	01-10-2017	112kb
16.02	Records Documenting the Collection of Municipal Taxes	2013-2015	Retain 2 years following audit.	2016	10
18.03a	Accounting Records - Routine accounting records	2014-2015	Retain 2 years following audit	01-10-2017	12

Hint: Place your cursor over any box to receive more specific instructions. Visit the Archives' website for updated information http://www.archives.alabama.gov/officials/Local_Agencies.html

What if I have many different types of records? Fill out the first page and then attach as a separate document an excel spreadsheet with RDA#, Records Title as Shown on RDA, Date Span, Retention as shown on RDA, Date Audited, and Volume.