

SAM—RECORDS MANAGEMENT

DESTRUCTION OF RECORDS

1623

(Renumbered 6/2015)

Confidential Records - The Document Destruction Center (DDC) provides for the destruction of confidential records. However, each state agency must still make sure their obsolete records are disposed of in accordance with laws, rules, and State policies. In Sacramento, DDC staff will be used to witness the destruction of confidential records. If an agency needs to destroy accountable forms, arrangements must be made with the DDC to ensure witnessing by appropriate agency personnel.

Agencies must send a State employee to witness confidential destruction when using the services of private contractors.

Non-confidential Records- To destroy your non-confidential records, contact the-DDC.

If you use the DDC to destroy your obsolete records, you do not need to fill out a Property Survey Report, [STD. 152](#).