



**Request to Destroy Transitory Information  
CS-RM-FRM-003**

<i>This area for Records Management</i>	
Picked Up By:	
Date:	
Log Number:	

Date:		Manager Name	
Department Name		Contact Name	
Division		Contact email	
Department Address		Contact Phone	
Suite / Floor			

***If you have any questions filling out this form - please contact Records Compliance Officer- 214-653-6628***

Transitory records or Non-records which contain sensitive and/or confidential information must be shredded (Local Government Code, Subchapter C Section 202.006 b). Shredding shall be by the department staff or by the Records Management group or their contractual bonded vendor.

*Transitory records are not essential to the fulfillment of statutory obligations or to the documentation of government functions. Some examples of transitory information, which can be in any medium (voice mail, fax, email, hard copy, etc) are routine messages; telephone message notifications; internal meeting notices; routing slips; incoming letters, memoranda of transmittal that add nothing of substance to enclosures; and similar routine information used for communication, but not for the documentation, of a specific government transaction.*

**1000-50 Transitory Information: Records of temporary usefulness that are not an integral part of a records series of a local government, that are not regularly filed within a local government's recordkeeping system, and that are required only for a limited period of time for the completion of an action by an official or employee of the local government or in the preparation of an ongoing records series. RETENTION: AV (Administratively Valuable)**

***If you have Destruction other than Transitory 1000-50 please use form RM-004 (Records Destruction Notice) for processing.***

Submitting this document, you are certifying the documents to be picked up and shredded are non-official document/records.

**Required:**

- Records shall be boxed (lid required). Boxes without lids or secured lids will not be picked up.
- Boxes shall be at one location for pickup
- Boxes shall be clearly marked as "Transitory Information."

Number of Boxes for Transitory:		Request for Used Boxes:	
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Department Representative Signature

Records Management Signature

***When you complete the form, please email to Records Compliance Officer - Rnulich@dallascounty.org***