

DALLAS COUNTY

REQUEST TO DESTROY SENSITIVE/CONFIDENTIAL TRANSITORY INFORMATION

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)

Required:

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

Date:		Approved by Records Management Officer:	
Department/Division		Date:	
Contact Name:		Picked Up By:	
Address:		Date Picked Up:	
Telephone:			
Number of boxes:			
Authorized Signature:			

Fax completed form to 214 653 6464
Or
Email to donna.billman@dallascounty.org

This form is for transitory or non-records that contain sensitive and or confidential information only.
 For information, retention schedules and forms contact Dallas County Records Management. 214 653 6434 or 214 653 6628