



Records Destruction

SOP#	20.2.01
Effective:	07/25/2025
Revised:	N/A
Owner:	CMO

PURPOSE:

To provide clear and consistent guidance to employees on how to properly disposition records that are no longer required to be retained.

SCOPE:

This procedure applies to all City employees and departments.

PROCEDURE:

1. Identify the Records for Disposition

- 1.1. Review and clearly identify the records you intend to dispose of. Ensure you understand what each record contains and its relevance to City operations.

2. Determine the Appropriate Method of Disposal

- 2.1. Review the content of the records to determine how they should be disposed of:
 - 2.1.1. Shredding is required for records containing sensitive or confidential information, such as:
 - 2.1.1.1. Social Security Numbers (SSNs)
 - 2.1.1.2. Bank account details
 - 2.1.1.3. Dates of birth (DOBs)
 - 2.1.2. Recycling or trash is acceptable for non-sensitive records without any personally identifiable or confidential information.
 - 2.1.3. Electronic Files should be deleted according to the same sensitivity rules as paper records.

3. Determine the Retention Schedule

- 3.1. Use the State of Oregon Archives Division Retention Schedule to determine whether the record has met the required retention period.
 - 3.1.1. Most general records fall under Chapter 166-Secretary of State Archives Division, City General Records.

3.1.2. Retention schedules can be found at: [Oregon Secretary of State – Archives Division Rules \(Chapter 166\)](#)

4. Complete the Records Destruction Request Form.

- 4.1. Use the official [Records Destruction Request-Fillable form](#).
- 4.2. Submit one form per record type or category.
- 4.3. Include the record title, retention schedule reference, and disposal method. See example below:

**City of Springfield
RECORDS DESTRUCTION REQUEST**

Section 1 – REQUEST: (Dept. Records Supervisor)

Series Title Professional Development
(For longer series, use list on reverse side of this form.)

Schedule # 166-200-0330 (5) Minimum Retention Period 3 years

Brief Description of Record Series 2015 Travel Request and Expense Forms

Inclusive Dates: 2015

Records: On Microform – Job # _____ Film Date _____ Verified _____
Yes – Date _____

Paper Files – cubic feet _____ Current Storage Location _____

5. Obtain all Required Signatures

- 5.1. Ensure the form is signed by the record owner, department head, and the City Recorder (or designee).
- 5.2. Retain a copy of the signed form for your departmental records.

6. Disposition the Records

- 6.1. Once approval is received, dispose of the records using the appropriate method as outlined above.

7. You're Done!

- 7.1. Celebrate responsibility, you've helped the City maintain compliance and reduce clutter.

ADDITIONAL NOTES:

- If a single file contains multiple records with different retention periods, separate the items and submit a destruction form for each group based on its retention schedule.
- All required tools and templates can be found at [S:\Records Retention and Destruction](#)
- For assistance, contact Allyson Pulido, City Recorder
 - *Email:* apulido@springfield-or.gov
 - *Phone:* 541-726-3701