

INSTRUCTIONS FOR USE

1. This form is to be used for records disposals involving records which **are not stored** at the **Archives and Records Center**.
2. Records listed on the **Application for Authority to Dispose of Records must be listed** on an **approved Records Retention Schedule** for your agency, institution, or parish. Records which **are not on an approved Records Retention Schedule may not be submitted** for approval of destruction. Please contact the Archives and Records Center for further information.
3. Prepare this form in **duplicate**.
4. Fill out all lines for agency name, address, contact, and telephone. Do not fill in the space marked "**Application Number**."
5. **List Records Series Number** (from approved Retention Schedule) for all records to be approved for Disposal.
6. **List Record Series Title** (from approved Retention Schedule) for all records to be approved for disposal.
7. **List inclusive dates** for the specific record series to be disposed of (month and year are sufficient).
8. **List volume** for the specific record series to be disposed of. (Volume conversion charts are available from the Archives and Records Center.
9. Agency head should sign and date both copies of the form where indicated.
10. **Mail both copies** of the Application for Authority to Dispose of Records to: Archdiocese of Chicago's Joseph Cardinal Bernardin Archives and Records Center, 711 W. Monroe, Chicago, IL 60630.
11. Records **may not be disposed** of until approval has been received from the Archives and Records Center (the Archives and Records Center will act upon all Applications within **60 days** of their receipt).
12. Records **should be disposed** of immediately after the date indicated by the Archives and Records Center.
13. Records **should be** burned or shredded, if possible. Otherwise, agency head or designate should witness pick up and removal by scavenger service or authorized records destruction service. Under no circumstances should intact records be placed in an unsecured garbage can or dumpster.
14. A **Records Disposal Certificate** (attached to approved Applications) must be filled out at the time of the disposal of the records listed on the reverse of this form.
15. The approved copy of this form should be maintained in your agency's files **permanently**.

Archives and Records Center Use Only:

Date Received _____

All Records Series on Retention Schedule?

Yes

No

Added to Retention Schedule (If Necessary)?

Yes

No

I hereby certify that the records listed on the reverse are not subject to archival review and meet the criteria for destruction.

Archives and Records Representative

Records May Be Destroyed on _____