

How to complete Form 192A Request for Destruction of Records

As Administrative Procedure 192 and HPSPD's Retention Schedule, PAPER records can only be destroyed after:

- Minimum retention periods have passed OR the records have been properly converted to another format, i.e., digitalized storage and filed in the electronic management system.
- All investigations, litigation and required audits have been completed.

In accordance with good business practices we need to document the destruction of our records by preparing a ***Consent for Records Destruction*** each time anything is to be destroyed by the division.

Steps for completion:

1. **School/Site:** Enter the name of site. For Example:

- C. J. Schurter
- Transportation

2. **Inventoried by:** Print the name of the person completing the form (who is responsible for or familiar with the records) in case there are any questions. For example:

- Admin. Assistant's Name and sign.

3. **Authorized Administrator/Department Head:**

- In the Position field print the title of, i.e.) Principal or Director of Technology
- In the Signature field the authorized head will sign
- Fill in the date of approval

4. **Record Series#:** This is the series number from the HPSPD Chart of Accounts & Retention Schedule and also the number system as listed in DocuShare. For example

- SI-08
- FA-01

5. **File/Record Title:** This is the name of the Series # above. For example:

- Student Activity (this is the title for series # SI-08)
- Accounts Payable (this is the title for series # FA-01)

6. **General Description:** Provide details so records can be identified. For example:

- Field Trip documentation
- Invoice Batches

7. **Creation Date:** Enter the earliest date of records to be destroyed, using the format of YYYY/MM. For official student files enter the child's date of birth. For example:

- Child's DOB is in February of 1999, the Creation Date would be 1999/02

8. **Expiry Date:** Enter the most recent date of records to be destroyed, using format YYYY/MM. For official student files enter the close date of the child's date of birth plus 27 years. For example:

- Child's DOB is in February of 1999 the expiry date would be 2026/02

9. **Electronic and/or Paper:** Record the format of the record. For Example: Electronic, Paper, or Electronic + Paper.

10. **Retention:** Enter the # of years of the retention value set for the series. For example:

- 2 yrs (the value as set for series SI-08 Student Activity)
- 7 yrs (the value as set for series FA-01 Accounts Payable)

11. **Pages:** Enter appropriately

12. **Records Manager Section:** This is completed by the Records Manager once the records have been forwarded to central office and have been verified and disposed.

