

## **DISPOSING OF E-FILING AUTHORITY RECORDS**

1. Make sure the retention requirements have been met. Please consider:
  - Applicable retention schedules (General Records Schedule for State and Local Government Agencies, Rules of Judicial Administration and Judicial Branch Records Retention Schedule)
    - In the event more than one retention period applies to a given record, the more stringent (i.e., longer period) retention period shall be utilized.
  - Audits
  - Litigation
  
2. Document the disposal on a disposition form. The disposition form shall include, at a minimum, the following information:
  - Record type and description
  - Reference applicable retention schedule and record series title, if applicable.
  - Inclusive dates
  - Disposition action and date
  
3. Ensure proper destruction of physical records.
  - Confidential or exempt information must be destroyed in a way that ensures there is no unauthorized access.