

# Records Center Procedure

## Document Destruction Services State Records Center Annex (SRCA)

State agencies can drop off records that have met their retention under either the General Retention Schedule or their Agency Records Disposition Schedule. The following procedures pertain to participation in the document destruction drop-off located at the State Records Center Annex (SRCA) located at 4720 Scruggs Station Road, Jefferson City, Missouri. These records will be stored in a common area. Agencies should **not** use this service to destroy confidential or sensitive information.

- Only records on the General Retention Schedule or an Agency Records Disposition Schedule that have met their retention will be accepted. Non-record material will not be accepted (i.e.: pamphlets, brochures, handouts, etc.).
- Records must be delivered on pallets, in boxes with lids, or secured in a box with all flaps closed and taped.
- No plastics or oversize metals will be included.
- Binders, notebooks, staples or paper clips are acceptable.
- First time users should contact Records Center staff before delivering records for destruction to ensure staff is available to instruct agency personnel where to physically place the records for destruction.
  - Call: (573) 522-9629 or (573) 751-7963
  - E-mail: [recman@sos.mo.gov](mailto:recman@sos.mo.gov)
- If an agency needs equipment (i.e.: dolly or manual pallet jack) please call ahead at least 24 hours at the phone numbers listed above. **No forklift** will be available for use. Agencies delivering material in trucks need to assure their truck can clear the dock. Agencies should visit the SRCA to become familiar with dock accommodations. Please call the number listed above to schedule a time to view the dock area at SRCA.
- Drop-off is available from 8:00 a.m. – 3:00 p.m., Monday through Friday, excluding holidays.
- Agencies are responsible for delivering records for destruction to the SRCA. Records Center staff will not provide pick-up services for records to be destroyed and will not be available to assist with handling the material at the State Records Center Annex.

Agencies will leave records for destruction in a designated area at the SRCA. The designated location is in the common dock area, just left of the overhead door of the Records Center. There will be three skids stationed at this location. A sign will be posted above the skids indicating the skids are to be used only for records to be destroyed.

- A sign-in sheet, located next to the drop-off location, must be filled out by agency staff when dropping off records.