

IX. APPENDIX

A.1. Records Disposal Authorization for Parishes and Clusters, Diocese of Sioux City,

1995

The records listed below have satisfied the approved retention period and are eligible for destruction or transfer to the Parish or Cluster Archives.
Prepare separate forms for records to be destroyed and for records to be transferred to the Parish or Cluster Archives.

Parish	Cluster		
Street Address	City	Zip	
Approved by (Include Title)		Date	
RECORDS INFORMATION			
DISPOSAL VOLUME (ESTIMATE THE VOLUME OF LINEAR INCHES TO BE DESTROYED OR TRANSFERRED TO THE ARCHIVES BY CHECKING APPROPRIATE SIZE AND RECORDING LINEAR INCHES FOR EACH SIZE. Identify "Other Size," when you use it.			
1. <input type="checkbox"/> LETTER SIZE (8 1/2 X 11) _____ linear inches	2. <input type="checkbox"/> LEGAL SIZE (8 1/2 X 14) _____ linear inches		
3. <input type="checkbox"/> OTHER SIZE _____	_____ linear inches		
RECORD ID	RECORD TITLE	INCLUSIVE DATES	TOTAL RETENTION

CERTIFICATE OF DISPOSAL

I hereby certify that only the records approved on this form were destroyed on _____
Date by (Method)

Certified by [Include Title.] _____ Witnessed by _____

After disposition of records (destruction or transfer), retain one copy of this form, give one to the parish/cluster archivist, and send original to the Diocesan Archivist.

[Check which type archives received the transfer.]
CERTIFICATE OF TRANSFER TO THE Parish / Cluster ARCHIVES

I hereby certify that the records approved on this form were transferred to the archives checked above.

Parish _____ Date _____
 Cluster Archivist

Diocesan Archivist _____ Date _____