

INSTRUCTIONS FOR PREPARATION OF  
APPLICATION FOR: DESTRUCTION PERMISSION

This form is to be used by agencies in requesting permission to destroy records. It should be submitted as least 2 weeks in advance of the intended records destruction. When approved by the Archivist, it will constitute legal authority for the destruction of official records of the American Samoa Government.

- Entry 1. Show name of Department or Office and major and minor subdivisions as appropriate in order to indicate the specific office requesting destruction permission.
- Entry 2. Identify the name, office location and telephone number of the person to whom questions regarding this application may be directed.
- Entry 3. Certification should be signed by the agency head or authorized agent.
- Entry 4. Number each series or set of records sequentially, i.e., 1., 2., 3., etc.
- Entry 5. Provide a title or description of each set of records.
- Entry 6. Indicate the inclusive dates of the records to be destroyed. For example, 1975-80.
- Entry 7. Estimate, in cubic feet, the quantity of records to be destroyed. Each drawer of a standard letter-sized file cabinet, when filled to normal capacity, contains 1-1/2 cubic feet. A drawer of a legal-sized file cabinet, when filled to normal capacity, contains 2 cubic feet.
- Entry 8. Indicate the records schedule number and item number for the records which are to be destroyed. The records schedule number can be found on the upper right hand portion of the schedule as approved by the Archivist and returned to your agency. For example, Schedule #85-3, Item #14. NO RECORDS MAY BE DESTROYED WHICH HAVE NOT PREVIOUSLY BEEN SCHEDULED. ALL DESTRUCTION MUST MEET THE TERMS OF THE APPROVED RETENTION PERIODS, AS NOTED ON THE RECORDS SCHEDULES.

AMERICAN SAMOA GOVERNMENT

APPLICATION FOR: DESTRUCTION PERMISSION  
(Instructions on Reverse)

<b>TO:</b> ARCHIVIST OF AMERICAN SAMOA	<b>OFFICIAL ACTION</b>			
<b>1. FROM:</b> AGENCY (department or office)	Date Received			
_____ Major Subdivision	Pursuant to Section 4.1201 et seq. of the <u>American Samoa Code Annotated</u> , destruction is approved for the following item numbers:			
_____ Minor Subdivision	_____ _____			
_____	ARCHIVIST <span style="float: right;">DATE</span>			
<b>2. AGENCY CONTACT (name)</b>	<b>ORGANIZATION</b>	<b>TELEPHONE NUMBER</b>		
<b>3. AGENCY CERTIFICATION:</b> I certify that the records to be destroyed are accurately represented by the information recorded in this application of <u>  1  </u> pages and are no longer needed for the conduct of public business or to satisfy any known legal or other requirements.				
_____ SIGNATURE OF AGENCY HEAD OR AUTHORIZED AGENT		_____ DATE		
<b>4. Item No.</b>	<b>5. Description of Records</b>	<b>6. Dates</b>	<b>7. Quantity</b>	<b>8. Schedule &amp; Item No.</b>