

STATE OF ALASKA  
 DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT  
 ALASKA STATE ARCHIVES/RECORDS &  
 INFORMATION MANAGEMENT SERVICE (ASA/RIMS)  
 P.O. BOX 110525  
 141 WILLOUGHBY AVENUE  
 JUNEAU, ALASKA 99811-0525  
 T: (907) 465-2317/2275  
 F: (907) 465-2465

Records Disposition Authorization Number

## SHRED BIN DISPOSITION AUTHORIZATION (SDA)

<b>1. Department</b>	<b>2. Dept. No.</b>	<b>3. Division</b>	<b>4. Agency Name</b>	<b>5. Agency ID No.</b>
<b>6. Location of Records (Street Address)</b>		<b>7. Contact Person</b>		<b>8. Contact Person Phone No.</b>

9. The records described below are authorized for destruction under AS 40.21.030(b)(10).

I confirm that:

1. These records have complied with the approved General Administrative Records Retention Schedule.
2. The only records being destroyed are:

*Transitory & Miscellaneous Administrative Information and/or Drafts & Working Papers (please see the GARRS for retention periods).*

### 10. Confidentiality Restrictions

Cite law or regulation which places confidentiality restrictions on these records:

SOA Constitution Article 1, Section 22     Other (please state):

### 11. Inclusive dates of destruction

This SDA is to cover:

- Calendar Year 20\_\_\_\_\_
- Fiscal Year 20\_\_\_\_\_

### 12. Method Of Destruction

**Choose One:**

- REACH, Inc.
- Alaska Archives
- Shred Alaska
- Shredway

### 13. APPROVALS

<b>Division Director</b>	<b>Date</b>	<b>Records Officer</b>	<b>Date</b>	<b>State Archivist</b>	<b>Date</b>