



Disposing of Records

Special points of interest:

- All current forms and instructions on how to complete them can be found on the [RIMS website](#).
- All contracts relating to shredding can be found online:

[REACH, Inc.](#)
(Juneau)

[AAA Archives](#)
(Juneau)

[Alaska Archives](#)
(Anchorage)
- A webinar on how to complete a SDA and RDA will next be held on April 25th from 10:30 a.m. – 11:30 a.m. To register, please contact [Gordon E. Brown](#).

New Shred Bin Disposition Authorization (SDA) Form

The Records & Information Management Service has recently introduced a new [Shred Bin Disposition Authorization \(SDA\)](#) form.

This form must now be used when seeking approval on either a calendar or fiscal year basis to have your shred bins picked up by a contractor.

This form is simpler than the Records

Disposition Authorization ([RDA](#)) form and will only cover records put into your agency's shred bins.

The biggest change is the records that this form will cover. The Records & Information Management Service will only give year-long approval for two types of records: *Transitory & Miscellaneous Administrative Information* ([GARRS](#),

[item #76](#)) and *Drafts and Working Papers* ([GARRS, item #84](#)).

If you want to destroy records other than these two records series through a contractor you must complete a [RDA](#).

If you have any questions regarding this, please do not hesitate to contact [Gordon E. Brown](#).

Using Shred Alaska in Anchorage

If your agency is based in Anchorage and you use Shred Alaska to destroy records or have one of their shred bins in your agency offices, you must complete a [RDA](#) or [SDA](#) in order to get the proper authorization to destroy these records. To not do this is in breach of State policy.

If you currently have shred bins from Shred Alaska but you do not have a currently

approved [RDA](#) covering this, please complete a [SDA](#) as a matter of urgency to ensure that you are in compliance with State policy.

You must complete a [RDA](#) or [SDA](#) even if they come to your agency and shred records in their mobile shredding facility.

If you have any questions regarding this, please do not hesitate to contact [Gordon E. Brown](#).

Frequently Asked Questions

There is a new [Frequently Asked Questions](#) section on the RIMS website.

The questions are broken down into popular categories and I hope this will be an easy resource for you and your colleagues to quickly find information without having to wait for a response from RIMS staff.