

# The Commonwealth of Massachusetts

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Secretary of the Commonwealth

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## FORM RMU-2 – APPLICATION FOR DESTRUCTION PERMISSION

**IMPORTANT!** Record custodians must re-submit this form **each time** they intend to destroy any of the records listed herein. **No record can be destroyed unless it is included in an authorized disposal schedule.**

Submit in duplicate:

1. Destruction Permission for: \_\_\_\_\_  
*Municipal Entity (city, town, school committee, etc.)*

2. Total approximate volume of records proposed to be destroyed (cubic feet, file drawers, boxes, etc.)  
\_\_\_\_\_

3. Location of records: \_\_\_\_\_

4. The last audit of accounts of this office was completed on \_\_\_\_\_  
*Month/Day/Year*

5. I certify that the last entries on the records listed in this application were made **prior** to the retention date of this agency's Disposal Schedule(s) thus satisfying the legal requirements that certain records be kept for a specified length of time and are not subject to pending audit or investigation.

<b>DO NOT USE THIS SPACE</b>
Disposal Schedule(s) #
<p><b>APPROVALS:</b> Pursuant to provisions of MGL, ch. 66, Supervisor of Public Records hereby grants permission to destroy the records listed in this application under the Disposal Schedule(s) above.</p> <p style="text-align: center;">SUPERVISOR OF PUBLIC RECORDS</p> <p style="text-align: center;">_____ <i>Supervisor of Public Records</i></p> <p style="text-align: center;">_____/_____/_____ <i>Date of approval</i></p>

\_\_\_\_\_  
*Print or Type Name*

\_\_\_\_\_  
*Address*

\_\_\_\_\_  
*Phone*

\_\_\_\_\_  
*Signature of Department Head or Authorized Agent*

\_\_\_\_\_  
*Date*

Item No.	Description of Record (Give Form # if any)	Retention Period	Inclusive Dates
<i>Example:</i> 1.104	Personnel, Leave Reports (Authorized)	20 years Retain 3 years	1960-1980

Please list additional records on a separate sheet(s).