
POLICY TRANSMITTAL NO. 07-35

DATE: JUNE 22, 2007

SUPPORT SERVICES DIVISION

DEPARTMENT OF HUMAN SERVICES
OFFICE OF LEGISLATIVE RELATIONS AND
POLICY

TO: ALL OFFICES

SUBJECT: MANUAL MATERIAL

OKDHS:2-21-57.

EXPLANATION: OKDHS:2-21-57 is revised to include and clarify security destruction, recycling, and shredding procedures for Oklahoma Department of Human Services (OKDHS) documents.

Original signed on 6-19-07

Paula Hearn, Director
Support Services Division

Sharon Neuwald, Coordinator
Office of Legislative Relations and Policy

WF # 07-1

INSTRUCTIONS FOR FILING MANUAL MATERIAL

OAC is the acronym for Oklahoma Administrative Code. If OAC appears before a number on an Appendix or before a Section in text, it means the Appendix or text contains rules or administrative law. Lengthy internal policies and procedures have the same Chapter number as the OAC Chapter to which they pertain following an "OKDHS" number, such as personnel policy at OKDHS:2-1 and personnel rules at OAC 340:2-1. The "340" is the Title number that designates OKDHS as the rulemaking agency; the "2" specifies the Chapter number; and the "1" specifies the Subchapter number.

The chronological order for filing manual material is: (1) OAC 340 by designated Chapter and Subchapter number; (2) if applicable, OKDHS numbered text for the designated Chapter and Subchapter; and (3) all OAC Appendices with the designated Chapter number. For example, the order for filing personnel policy is OAC 340:2-1, OKDHS:2-1, and OAC 340:2 Appendices behind all Chapter 2 manual material. Any questions or assistance with filing manual material will be addressed by contacting Policy Management Unit staff at 405-521-4326.

REMOVE

OKDHS:2-21-57

INSERT

OKDHS:2-21-57, pages 1-2, revised 6-1-07

OKDHS:2-21-57. Deletion and destruction of records

(a) Deletion and destruction of records is carried out in strict accordance with all applicable statutes, rules, regulations, records disposition schedules, or records disposition authorizations. Each Oklahoma Department of Human Services (OKDHS) office periodically reviews its records disposition schedule to determine records eligible for destruction.

(b) Before OKDHS records are destroyed, they must be included on an approved records disposition schedule. OKDHS must receive written approval from the Archives and Records Commission (ARC) 30 days prior to records destruction.

(1) The Support Services Division (SSD) Departmental Services Unit (DSU) records management coordinator obtains approval to destroy records annually.

(2) Records not on an approved records disposition schedule or records involved in any type of litigation may not be destroyed.

(c) Security destruction is processed at the OKDHS Northern Oklahoma Resource Center of Enid (NORCE) Security destruction procedures are followed for the destruction of all OKDHS documents.

(1) The DSU Supply Warehouse staff pick up all OKDHS security destruction and recycle documents from offices outside the Sequoyah Memorial Office Building (Sequoyah Building).

(A) All OKDHS documents, security destruction and recycle, are picked up by the DSU Supply Warehouse staff.

(B) Local offices place all security destruction and recycle documents in the 18x12x10 boxes issued by the DSU Supply Warehouse.

(C) Boxes must be packed completely full and contain no shredded documents.

(D) Form 23RM115E, Security Destruction, is completed and taped to both ends of every box.

(E) When full boxes are ready to be picked up in the local offices, an e-mail is sent to the DSU Supply Warehouse supervisor one week prior to the regular supply delivery date. The e-mail includes the:

(i) number of boxes to be picked up;

- (ii) location and location code number of the local office; and
- (iii) contact person's name and telephone number.
- (F) All boxes are transported to the NORCE facility and shredded.
- (2) The only exception is the Sequoyah Building, where NORCE has placed secure slotted receptacles for security destruction and recycle documents. These receptacles are emptied twice weekly by NORCE staff and also shredded at their facility.
- (3) Local office shredding is discouraged.