

## APPENDIX E

### METHODS OF RECORD DESTRUCTION

There are four methods that are generally acceptable for destroying records. However, it is important to note that, when dealing with confidential information such as law enforcement and personnel information, these types of records must be destroyed in a secure manner so as to prevent them from being reconstructed by unauthorized parties.

1. **Shred:** This method is most suited for the security destruction of confidential records such as the ones mentioned above.
2. **Burn:** This method is most likely confined to the rural parts of the state where unregulated burning is still allowed.
3. **Landfill:** This method requires that the records be buried in a trench 3 to 4 feet below the surface of the landfill and immediately covered over to prevent the wind from blowing records about. It is recommended that, when possible, once the records are placed in the trench, they be sprayed with water to facilitate a more rapid decomposition.
4. **Recycle:** This method is desirable for nonconfidential records where possible. It promotes good conservation and reuse of paper resources.