Identifying Boxes That Are Eligible for Destruction

To locate boxes stored at the State Records Center that have passed their retention period and are awaiting destruction approval:

1. Log into Infolinx and go to the **SRC Boxes** tab.

2. Click on the orange **Search** button under the quick search fields.

   Agency/Locality, **Department**, and **Sub-Department** are pre-filled based on the information provided when you submitted the Records Officer Designation and Responsibilities (RM-25 Form).

   If the Department or Sub-Department field is not pre-filled, you may select items from the dropdown list as appropriate.

3. Scroll down to the **Scheduled Destroy Date** field and enter today's date as <MM/DD/YYYY.

4. Click **Execute**.

To view all eligible boxes belonging to your agency (without narrowing by Department or Sub-Department):

1. Log into Infolinx and go to the **SRC Boxes** tab.

2. In the Quick Search fields at the top of the page, enter today's date as <MM/DD/YYYY in the **Scheduled Destroy Date** field.

3. Click the green **Search** button

Destroying Boxes That Are Eligible for Destruction

To destroy the boxes returned in your results, complete a Certificate of Records Destruction (RM-3 Form) and mail it to the attention of Matt Ball. You must include an export of the SRC box barcode numbers with the RM-3 Form.

From the above search results:

1. Click **Export**

2. Click on **SRC Box Barcode** in the *Available SRC Box Fields* column.

3. Use the **>** button to move SRC Box Barcode into the *SRC Box Fields to Export* column.

4. Click **Export Query**

5. Click **View File**

6. A list of SRC Box Barcodes will appear in a new window. Print this list and attach to completed RM-3 Form.