

**INSTRUCTIONS FOR COMPLETING THE FORM  
“REPORT ON RECORDS DESTROYED” (ARM-11)**

1. State or Local Agency: Horry County Schools
2. Record Group Number is 2047
3. Enter any division or office identification which will clarify the records destroyed (e.g., Conway Middle School, Food Service; Finance Office, Procurement Office)
4. Be sure the date the form was completed appears in this space.
5. The official making the report should sign here. The approving authority must be the agency’s chief administrative officer or authorized representative. For Horry County Schools, the Record Retention Specialist, Stephanie Huggins, must review and sign this form **BEFORE** any records are destroyed.
6. Enter the exact record series title. Each series title should correspond to the one cited in the record retention schedule (e.g., General Housekeeping Files, 12-901.8(3) – do not just put “General Correspondence and Subject Files” since there are three sections in this one series).
7. Enter the appropriate record series/schedule number for each record series to be destroyed (e.g., as set forth above please state the “exact” title, not what we call the records such as “fees owed” when the proper series title should be “Uncollected Fees Documentation” for series 12-902.24).
8. Enter the earliest and latest dates covered in the inclusive dates (e.g., 7/1/1992 – 6/30/1993).
9. Enter the volume (in cubic feet) of records destroyed. If you are not sure, one file drawer holds 1.5 cubic feet of files as a point of reference. Just estimate as close to possible.
10. Enter the date of destruction after approval is obtained.

After completing the form, save the form in your documents to e-mail as an attachment to Stephanie Huggins, Record Retention Specialist for Horry County Schools. After review, she will let you know if there are any changes needed. If there are no changes, she will let you know

if you can destroy the records. She will also arrange to have the documents shred at no expense to your school or department if you wish. Stephanie's e-mail address is [SHuggins002@horrycountyschools.net](mailto:SHuggins002@horrycountyschools.net) and her phone number is 843-488-6226. Please do not hesitate to contact her if you have any questions.