**Section 436.4 Destruction of Records**

a) State records shall be destroyed only upon approval of the State Records Commission. Non-record materials may be destroyed at any time after they have served their purpose. However, the Commission may formulate advisory procedures and interpretations to guide the disposition of non-record materials.

b) Application for destruction of records shall be made to the State Records Commission, which shall determine with the Department what constitutes records materials. The Department shall conduct necessary record surveys and prepare necessary retention and disposition schedules. Materials already on retention or disposition schedules shall be revoked or replaced only in accordance with the State Records Act.