



Lost or Accidentally Destroyed Records: Documentation Template (CalRIM-04, Revised January 2024)

Agency Records Management Coordinators are required to notify the Secretary of State if a record is lost or accidentally destroyed per [Government Code section 12274.5\(m\)](#).

This template supports the documentation of the loss or destruction following the incident, and is not intended to punish or malign the agency. Reporting the issue is a legal requirement and also promotes transparency and demonstrates a proactive effort to prevent future loss. Proper documentation will also aid an agency should the records be subject to a Public Records Act Request, audit or lawsuit in the future.

Instructions: (See the CalRIM Handbook: Accidentally Lost/Destroyed Records for more information)

1. Email CalRIM@sos.ca.gov immediately if records are lost or accidentally destroyed with the details of the situation.
2. Complete this Documentation Template and submit to CalRIM@sos.ca.gov
3. Update the agency's records retention schedule (as needed). Coordinate with your assigned CalRIM analyst to reflect the loss on the impacted Agency Records Retention Schedule.
4. The record-owning agency will keep this form, and any other supporting documentation, with the records series until the records affected would have met their required retention period.

** Other Considerations: Property Damage – The Agency might need to file an accidental destruction of property form: [STD 152](#) (referenced in [SAM 8643](#) – Accounting for Property Disposition – Lost, Stolen, or Destroyed Property)*

Agency Name Department/Division/Program Responsible for the Records	Records Retention Schedule Approval Number (Covering the affected Records)
Department of Consumer Affairs/SOLID	2024-023
Manager Responsible for the Records (Name, Title, Email, Phone Number)	Records Management Coordinator (Name, Title, Email, Phone Number)
Elizabeth Coronel, Planning Manager (SSM I) [REDACTED]	Mac Aguilar, AGPA [REDACTED]

Identify the records affected and their condition: volume of records, the affected records series and retention schedule approval number, dates covered by the records, box/file inventory, condition of the records, etc. (if attaching a separate document/spreadsheet, write 'See attached.')

1 paper box (1.5 cu ft)

Administrative Records ; General Correspondence, working files, administrative files.

2017-2021

One box

Obsolete paper records have been shredded