5-07/150.10 - Destruction of Unusable Citations

When unusable citations are to be destroyed, the station/unit supervisor responsible for citation control shall indicate on the Guides Citation Book (SH-R-169), the citation sequence number(s) destroyed, the date of destruction, and his name. The SH-R-169 shall be retained in the station/unit citation file for two years after the destruction date.

Destruction of the citations shall be performed at the station/unit by cutting or shredding.