



What to do when Scrap Auction is Processed (Certificate of Destruction Received)

(Updated September 2025)

1.	Review and Release DAS Surplus team will review the scrap auction and release it from Held to Current. Then the auction will be cancelled with a Scrap Ticket/Certificate of Destruction.
2.	Scrap Ticket Issued The system will send an email with the Scrap Ticket/ Certificate of Destruction and category in the subject line. No item should ever be disposed until a Certificate of Destruction is received from DAS Surplus Program staff.
3.	Follow the instructions in that email. For recycling/destruction completed with vendor, the vendor will provide paperwork. Scan it for your records.
4.	If applicable, retire item(asset) in Core as retired due to Sale with Auction # as the authorization.
5.	File all paperwork per your agency's audit procedures and the CT State Library Records Retention Schedules CT State Library Records Retention Schedules. Contact your records liaison if unsure.