



Digitization Project Guidelines

Contents

Purpose.....	1
Core Principles	2
Overview of the Four Phases	2
Disposition of Original Records After Digitization.....	5
Where.Originals.Should.Be.Archived	5
Roles and Responsibilities.....	8
Appendix A – Digitization Standards (Summary)	9
Appendix B – Metadata	10
Appendix C – Records to Keep (Summary).....	11
Appendix D – Equipment (Summary)	12
Appendix E – File Naming Conventions (Summary)	13
Appendix F – Example Preservation Plan (Summary).....	13
Appendix G – Digitization Project Planning Checklist.....	13
Appendix H – Destruction of Original Records Form.....	15

Purpose

This guide is for staff at the Catholic Center, parishes, and schools who are planning or carrying out digitization projects. It focuses on analog (paper, photographs, film, etc.) records that are being converted to digital form. “Born-digital” records (for example, email or Word documents) are covered by other diocesan policies, though many practices here will still be helpful for managing them over time.

The goals of this guide are to help you:

-  Decide what should be digitized (and what should not)
-  Plan and carry out safe, consistent digitization
-  Store and protect the new digital files
-  Decide what to do with original records after digitization, including how to request approval for destruction

These guidelines support diocesan records and archives policies, including requirements that certain permanent and sacramental records be retained in original form and properly cared for.

Core Principles

All diocesan offices, parishes, and schools should strive to follow sound records management principles. In practice, this means:

- ✚ Records are created, kept, and disposed of in a planned way.
- ✚ Records are protected but also findable and usable for those who need them.
- ✚ Records are retained as long as required by retention schedules and Canon Law, and then destroyed securely when they are no longer needed.
- ✚ Records that are historically or canonically significant are preserved with special care.

Overview of the Four Phases

A digitization project typically follows four phases:

- ✚ Project Planning – Decide what to digitize, why, and how.
- ✚ Preparation – Ready the records and work area for safe scanning.
- ✚ Digitization – Scan or capture the records and check quality.
- ✚ Post-Digitization – Store, preserve, and provide access to digital files, and decide what to do with the originals.

Some activities, such as quality control, documentation, and communication, happen throughout the process.

Phase One: Project Planning

Define Purpose and Scope

- ✓ Clarify why you are digitizing: examples include better access, protection of fragile records, or disaster preparedness.
- ✓ Decide which records are in scope (for example, sacramental registers, historical photographs, administrative files) and which are out of scope.
- ✓ Remember that not all records need to be digitized. Focus first on permanent, high-value, high-use, or at-risk materials.

Volume and Resources

- ✓ Inventory the records to estimate how many pages or items you have; this will shape your timeline and budget.
- ✓ Identify available staff or volunteers and whether you will need help from Diocesan Archives, IT, or an external vendor.

Compliance and Permissions

- ✓ Review diocesan policies on records, privacy, and data protection, as well as applicable civil law (for example, personally identifiable information, student records, personnel records).

- ✓ Obtain necessary permissions from the Diocesan Archivist before digitizing sacramental, permanent, or sensitive records. Some materials may also require approval from the Chancellor or other diocesan leadership.

Standards, Budget, and Schedule

- ✓ Choose file formats and resolutions appropriate to the material (for example, PDF/A or TIFF; see Appendix A).
- ✓ Set simple quality control expectations, such as: “All pages legible, oriented correctly, and complete; re-scan if needed.”
- ✓ Build a realistic budget for equipment, storage, and staff time, and submit it to the appropriate authority for approval.
- ✓ Create a schedule with milestones but allow buffer time for training, troubleshooting, and re-work.

Training and Risk

- ✓ Plan training for anyone who will handle records or use scanners and software.
- ✓ Identify risks (such as damage to fragile records, data loss, or privacy breaches) and document simple mitigation steps (for example, careful handling, backups, secure access).
- ✓ If sacramental records or other vital records are fragile or damaged, consult with the Diocesan Archivist before starting digitization. The Archivist can advise on safe handling or alternative approaches.

Phase Two: Preparation

Handling and Conservation

- ✓ Work in a clean, well-lit space with no food or drink. Use trays or folders to move documents.
- ✓ Assess records for damage or fragility. If a register or other record is brittle, crumbling, or difficult to open safely, stop and consult the Diocesan Archivist before proceeding. This is especially important for sacramental registers.
- ✓ Do not repair documents with tape, glue, or new staples. Basic surface cleaning and flattening may be acceptable after consultation.

Preparing Documents

- ✓ Remove fasteners (staples, clips, bindings) only when this does not risk damage.
- ✓ Keep records in their original order; do not reorganize content unless instructed by diocesan Archives or records management staff.
- ✓ Clearly mark any items that must not go through an automatic feeder and require flatbed or overhead scanning.

Equipment and Workspace

- ✓ Select scanners appropriate to the material:
- ✓ Flatbed for fragile or bound items
- ✓ Sheet-fed for sturdy, high-volume items
- ✓ Overhead or planetary scanners for bound volumes and delicate materials
- ✓ Set up an ergonomic, organized workstation with a clear flow:
“To be scanned” → “In progress” → “Scanned and quality checked” → “Ready for reshelfing or disposition”.
- ✓ Confirm you have appropriate software for scanning, basic image adjustment, and PDF creation / OCR if required.

Phase.Three;Digitization.Process

Scanning Settings

- ✓ Use the minimum and optimal standards in Appendix A, unless advised otherwise by the Diocesan Archivist.
- ✓ For each project, run a small test batch and review images for legibility, cropping, and orientation before doing large batches.

File Naming and Metadata

- ✓ Apply the diocesan file naming convention (for example, date, type, subject, version) and avoid special characters as described in Appendix E.
- ✓ Capture basic metadata (title, date, creator, brief description, location of originals) in a spreadsheet or database, following the elements in Appendix B.

Quality Control During Scanning

- ✓ Spot-check files as you work, not only at the end. Re-scan unclear or missing pages immediately.
- ✓ Keep a simple log for each batch: date, person scanning, record series, number of items, and any issues encountered.

Data Security

- ✓ Save files directly to secure diocesan storage locations rather than local desktop folders whenever possible.
- ✓ Follow diocesan IT and security policies for access controls, passwords, and secure transfer of files.

Phase.Four;Post_Digitization

Final Quality Checks

- ✓ Review a sample (or all, for small projects) of files to ensure they are complete, legible, and correctly named and filed.
- ✓ For long-term, high-value projects, consider generating checksums (digital “fingerprints”) for master files and recording them in a tracking sheet.

Storage and Backup

- ✓ Store master copies in a secure, centralized diocesan repository or approved cloud solution; avoid scattering files across personal or unmanaged drives.
- ✓ Maintain at least two additional copies, including one stored off-site or in the cloud, and verify backups periodically.
- ✓ Follow diocesan digital preservation policies to ensure long-term access and integrity.

Access and Use

- ✓ Define who can access which digital records and under what conditions (for example, staff only, restricted personal data, public historical materials).
- ✓ For public-facing content, ensure copyright and privacy have been reviewed in line with diocesan policies.

Documentation and Review

- ✓ Keep documentation of your project plan, decisions, workflows, and any local instructions you used.

- ✓ After each major project or batch, briefly review what worked well and what should be adjusted next time; share important lessons with the Diocesan Archives.

Disposition of Original Records After Digitization

Where Originals Should Be Archived

Unless specifically transferred to the Diocesan Archives, original records remain part of the archival holdings of the parish, school, or diocesan office that created them. This means: Originals should normally be stored and cared for at the parish or school, in secure, appropriate conditions.

When the Diocesan Archivist determines that certain permanent or historically significant records should be transferred, the Archivist will coordinate the transfer and custody. Sacramental registers and other sacramental records required by Canon Law must remain at the parish (or other appropriate ecclesial custodian) unless specific arrangements are made with the Chancellor and Diocesan Archivist.

Originals may not be destroyed if ANY of the following are true: The records are...

- ✓ Sacramental registers and other sacramental records required by Canon Law
- ✓ Permanent records where diocesan policy or law requires original custody
- ✓ Records under legal hold
- ✓ Original may be transferred to the Diocesan Archives after consultation with the Archivist.
- ✓ Historically significant records and permanent records that are no longer needed for daily parish or school operations, as determined in consultation with the Diocesan Archivist

Original may be destroyed after digitization (with written approval) if ALL of the following are true: The records...

- ✓ Are not sacramental
- ✓ Are not designated permanent
- ✓ Are not under legal hold
- ✓ Have reached the end of their retention period
- ✓ Have been digitized to an appropriate quality standard
- ✓ Have written approval for destruction from the Diocesan Archivist, documented using the form in Appendix H.

- ✓ Are destroyed securely (for example, cross-cut shredding or an approved destruction vendor), and the action is recorded in a destruction log.

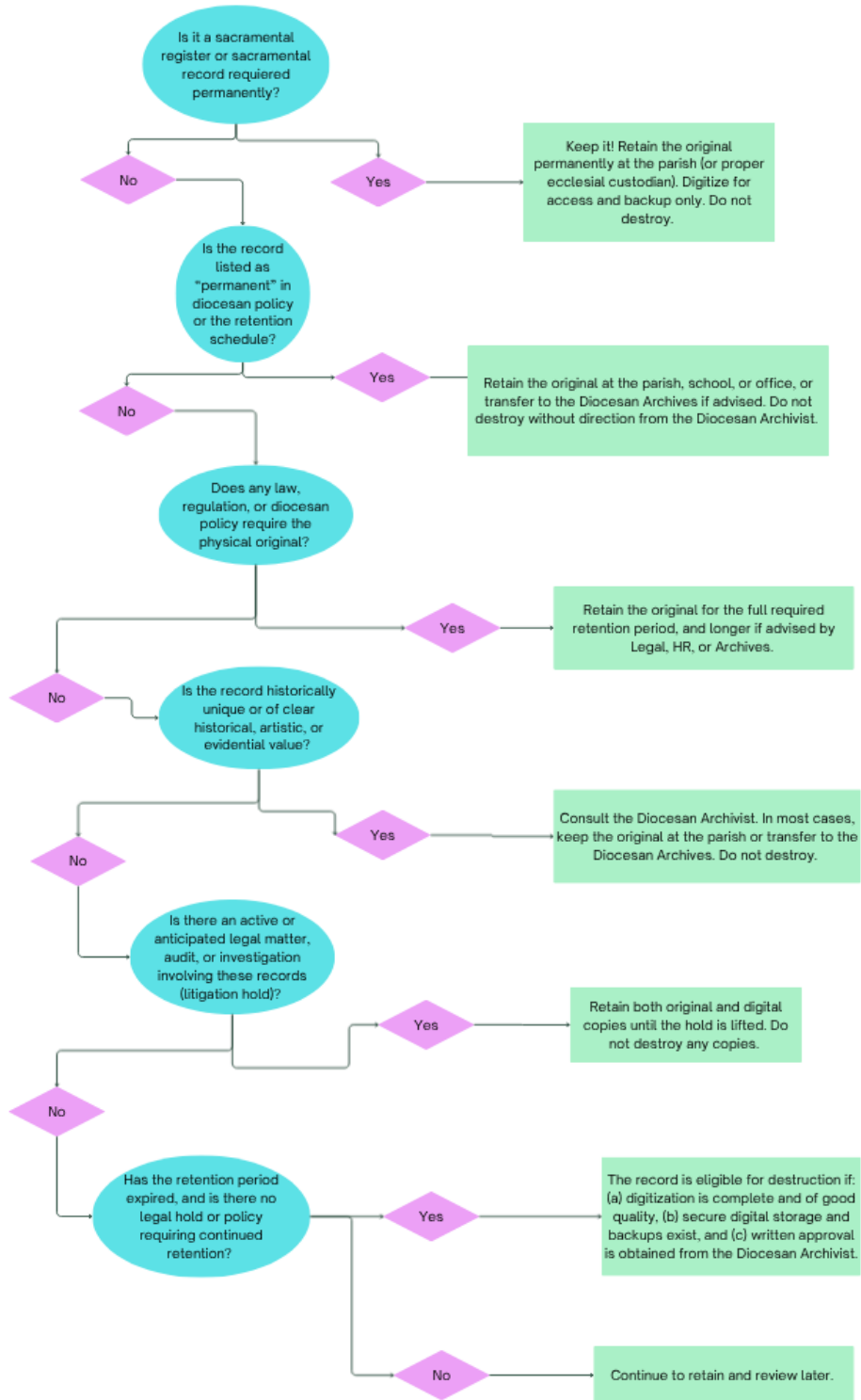
Decision Matrix (Chart)

Use this chart together with diocesan retention schedules and canonical requirements. When in doubt, consult the Diocesan Archivist before making a decision.

Important: actual destruction of any original records after digitization may occur only after written approval is obtained from the Diocesan Archivist (or designee), using the form in Appendix H.

Step	Question	Yes – Action	No – Next Step
1	Is the record a sacramental register (baptism, confirmation, marriage, death) or other sacramental record required permanently?	Retain the original permanently at the parish (or proper ecclesial custodian). Digitize for access and backup only. Do not destroy.	Go to Step 2.
2	Is the record listed as “permanent” in diocesan policy or the retention schedule (for example, key correspondence, property, etc.)?	Retain the original at the parish, school, or office, or transfer to the Diocesan Archives if advised. Do not destroy without direction from the Diocesan Archivist.	Go to Step 3.
3	Does any law, regulation, or diocesan policy require the physical original (for example, certain signed legal or student records)?	Retain the original for the full required retention period, and longer if advised by Legal, HR, or Archives.	Go to Step 4.
4	Is the record historically unique or of clear historical, artistic, or evidential value?	Consult the Diocesan Archivist. In most cases, keep the original at the parish or transfer to the Diocesan Archives. Do not destroy.	Go to Step 5.
5	Is there an active or anticipated legal matter, audit, or investigation involving these records (litigation hold)?	Retain both original and digital copies until the hold is lifted. Do not destroy any copies.	Go to Step 6.
6	Has the retention period expired, and is there no legal hold or policy requiring continued retention?	The record is eligible for destruction if: (a) digitization is complete and of good quality, (b) secure digital storage and backups exist, and (c) written approval is obtained from the Diocesan Archivist using Appendix H.	Continue to retain and review later.

Retention Flow Chart



Roles and Responsibilities

Parish / School / Office Project Lead

- ✓ Coordinates the local project.
- ✓ Ensures compliance with diocesan guidelines.
- ✓ Serves as the main point of contact with Diocesan Archives and other central offices.

Diocesan Archivist

- ✓ Advises on selection, standards, metadata, and disposition of originals.
- ✓ Provides or coordinates training.
- ✓ Reviews and approves destruction requests for original records.
- ✓ Coordinates transfer of records to the Diocesan Archives when appropriate.

Diocesan IT / Information Security

- ✓ Provides and supports approved storage locations, access controls, and backups.
- ✓ Advises on security and technical requirements.

Pastor / Principal / Department Director

- ✓ Approves project scope, budget, and major decisions.
- ✓ Ensures that staff follow these guidelines and diocesan policies.

Appendix A – Digitization Standards (Summary)

This chart outlines the minimum and optimal standards for digitizing various analog records for the Catholic Diocese of Raleigh. This chart can serve as a guideline for preserving the quality and ensuring the longevity of the digital records.

Record Type	Min Resolution	Opt Resolution	Color Scale	File Formats (good or best)
Paper (text)	300 dpi	600 dpi	Greyscale	PDF/A or TIFF
Paper (color)	300 dpi	600 dpi	Color	PDF/A or TIFF
Photos (B&W)	600 dpi	1200 dpi	Greyscale	JPEG2000 or TIFF
Photos (Color)	600 dpi	1200 dpi	Color	JPEG2000 or TIFF
Negatives	2400 dpi	3200+ dpi	Color	DNG or TIFF
Video (VHS)	720x480 (SD)	7200x480 (Enhanced)	Color	MPEG-2 (Min) or ProRes 422/H.264
Video (8mm/16mm)	2K (2048x1080)	4K (4096x2160)	Color	ProRes4444 or AVI

Notes on Standards:

- Resolution: Measured in dots per inch (dpi) for images and pixels for video. Higher resolutions provide more detail and allow for larger reproductions.
- Color Scale: Greyscale is used for black and white images, where each pixel carries information only about shades of gray. Color depth is necessary for any document with inherent color that needs to be preserved.
- File Formats:
 - PDF/A: An ISO-standardized version of PDF specialized for digital preservation of electronic documents. PDF/A differs from PDF by prohibiting features unsuitable for long-term archiving.
 - TIFF: Preferred for its non-compression and archiving qualities; widely regarded as a stable, long-term storage format.
 - JPEG2000: Offers both lossless and lossy compression, useful for high-resolution photographs.
 - DNG (Digital Negative): A raw image format designed by Adobe. It's used for the long-term storage of digital photographs generated by digital cameras.
 - MPEG-2: A standard for "the generic coding of moving pictures and associated audio information".
 - ProRes420/H.263: High-quality, widely accepted video codec for production and post-production work. ProRes422 offers less compression, while H.264 is more compressed but still maintains high quality.
 - ProRes4444: Provides an extremely high-quality video codec with alpha channel support, suitable for archiving film scans.
 - AVI: A multimedia container format that can contain both audio and video data in a file container that allows synchronous audio-with-video playback.

Appendix B – Metadata

Metadata is structured information that describes, explains, locates, or otherwise makes it easier to retrieve, use, or manage an information resource. In the context of digitizing parish records, metadata will act as a bridge between the physical past and the digital future. The Diocesan Archives bases its recommended metadata schema on *Describing Archives: A Content Standard* (DACS) to ensure that digitized records are accessible, comprehensible, and usable for the long term.

The following DACS-compliant metadata elements will ensure that digitized records are well-organized and searchable:

1. Title (Mandatory)
 - Explanation: A brief, formal designation of the content.
 - Example: "Baptismal Records 1980-1990 St. Mary's Parish."
2. Date(s) (Mandatory)
 - Explanation: The year or range of years when the records were created or accumulated.
 - Example: "1980-1990."
3. Identifier (Mandatory)
 - Explanation: A unique identifier for the item or collection.
 - Example: "SM_BAP_1980_1990."
4. Extent (Mandatory)
 - Explanation: The quantity of digital records.
 - Example: "200 images (5 GB)."
5. Name of Creator(s) (Mandatory)
 - Explanation: The individual(s), families, or corporate bodies that created, assembled, accumulated, and/or maintained the original records.
 - Example: "St. Mary's Parish."
6. Administrative/Biographical History (Mandatory)
 - Explanation: Contextual information about the record creators.
 - Example: "St. Mary's Parish was established in 1920 in Raleigh, serving a diverse community."
7. Scope and Content (Mandatory)
 - Explanation: A summary of the subject and nature of the documents being digitized.
 - Example: "The collection includes baptismal certificates, liturgical guides, and correspondence."
8. Language of Material (Mandatory if applicable)
 - Explanation: The language(s) in which the records are written.
 - Example: "English, with some materials in Spanish."
9. Conditions Governing Access (Mandatory)

- Explanation: Any restrictions on access to the records.
 - Example: "Records are restricted; written permission is required from the parish priest."
10. Conditions Governing Reproduction and Use (Mandatory)
- Explanation: Any restrictions on the use, reproduction, or publication of the records.
 - Example: "May be reproduced for research purposes only; citation must include the parish name and identifier."
11. Physical Characteristics and Technical Requirements (If applicable)
- Explanation: Any physical or technical details that affect the use of the records.
 - Example: "Originals are fragile; care must be taken when handling."
12. Existence and Location of Originals (If applicable)
- Explanation: Where the original analog records are held.
 - Example: "Original records are located in the vault at St. Mary's Parish office."
13. Existence and Location of Copies (If applicable)
- Explanation: Information on the existence and location of duplicates.
 - Example: "Digital copies are stored on the Diocesan server and backup cloud storage."
14. Related Archival Materials (If applicable)
- Explanation: Information about materials that are related to the digitized records.
 - Example: "See also the marriage records series (1980-1990) for related content."
15. Notes (If applicable)
- Explanation: Any additional information useful in understanding the records.
 - Example: "Digitization completed as part of the Diocese of Raleigh's preservation project."
16. Description Control (Mandatory)
- Explanation: Information on who created the metadata, when, and using what standards.
 - Example: "Metadata created by John Doe, Parish Archivist, in March 2023 following DACS guidelines."

Each record or collection that is digitized should have a metadata record created using this schema. Metadata should be entered into a database or spreadsheet that can be easily accessed and edited by authorized personnel. It is crucial to ensure that the metadata is as accurate and comprehensive as possible to facilitate effective search and retrieval.

Appendix C – Records to Keep (Summary)

Cemetery Records	Plot maps, owner information, interment records, and financial reports
Census	Status Animarum (Annual Census)
Communications	Weekly, monthly, or quarterly newsletters and notices, press releases and advertising. <i>Put the Office of the Archives on your mailing list.</i>

Executive Correspondence	Letters, diaries, memoranda, speeches, homilies, curia files, relevant subject files. <i>Only that which is unique to the office.</i>
Financial Records	Audited financial statements, annual reports and balance sheets, investments and estates.
Images	Photographs, audio and video recordings of speeches, interviews, staff, and buildings, keeping only the best representative images. Identify by year, place, occasion, and people <i>on the back in pencil.</i>
Organizational Records	Board, council, committees, and commission charters, constitutions, and by-laws. Minutes of meetings and rosters of members. Policies and procedures.
Other Records	Drawings, paintings, artifacts, and inventories.
Parish Records	Weekly Bulletins, Bishop's Correspondence, Parish Histories.
Personnel Records	Disability, retirement, and permanent employee files. Seminarian, priest, and deacon files. Years of service records. Volunteer roster lists and statistical reports. Social services client forms and child welfare files.
Planning Records	Studies, statistics, reports, and reviews.
Property Records	Plat maps, ground surveys, and specifications (specs). Asset file (easements, permits, deeds, titles, and equipment). Closing documents and sold property records. Architectural drawings, renderings (ink, pencil, and CAD), or blueprints.
Publications and Printed Materials	Directories, histories, and pictorial books. Policies and procedures manuals, training manuals, press kits. Anniversary programs, mass programs, announcements, booklets, and invitations. Flyers, brochures, and posters of annual events, workshops, and seminars. Newspaper clippings with dates and newspaper name (photocopy if on brittle/acidic paper, then discard the original).
Sacramental Records	Baptismal, Confirmation, Marriage, Reception into Full Communion, and Death Registers are required. A Communion Register is recommended but not required. Registers, even if reproduced, should never be destroyed. Sacramental records include documentation in a corresponding file, either in the original analog or digital format. All Sacramental Records should be stored in a fireproof cabinet on the church premises.
School Records	Student and faculty handbooks, student record cards, student health care card and immunizations, transcripts/grades, standardized test scores, and rolls.

Once digitized, use the decision matrix on the disposition of the originals.

Appendix D – Equipment (Summary)

Summarize recommended:

- ☐ Computers and storage
- ☐ Scanners (flatbed, sheet-fed, overhead)
- ☐ Backup devices and cloud solutions
- ☐ Image editing and OCR software
- ☐ Environmental controls and basic conservation supplies

Appendix E – File Naming Conventions (Summary)

Suggestions:

- ☐ Use consistent patterns such as: YYYYMMDD_RecordType_Location_Sequence.
- ☐ Avoid spaces and special characters; use underscores or hyphens.
- ☐ Document the convention and share it with all project staff.

Appendix F – Example Preservation Plan (Summary)

Outline:

- ☐ Storage locations and redundancy
- ☐ Backup schedules and verification
- ☐ Format and media migration plans
- ☐ Monitoring for file integrity and obsolescence

Appendix G – Digitization Project Planning Checklist

This checklist is intended to help parish, school, and Catholic Center staff plan and carry out a digitization project in a structured way.

A. Initial Planning

- ☐ Define the purpose and goals of the project.
- ☐ Identify which record series or collections are in scope.
- ☐ Confirm whether records are sacramental, permanent, or subject to special requirements.
- ☐ Review diocesan retention schedule and relevant policies.
- ☐ Identify a Project Lead.
- ☐ Estimate the volume of records (boxes, folders, pages).
- ☐ Identify needed staff and volunteers.

- ☐ Determine whether external vendors or diocesan resources are needed.

B. Approvals and Consultations

- ☐ Consult with the Diocesan Archivist about scope and priorities.
- ☐ Consult with Diocesan IT about storage and security.
- ☐ Consult with Legal, HR, or other offices if records include regulated information.
- ☐ Obtain required approvals (for example, Pastor, Principal, Director).

C. Standards and Workflow

- ☐ Select file formats and resolutions based on Appendix A.
- ☐ Agree on file naming conventions (Appendix E).
- ☐ Decide on metadata elements and where they will be stored (Appendix B).
- ☐ Design a simple workflow from preparation through quality control.
- ☐ Identify quality control steps and responsibilities.

D. Preparation

- ☐ Set up a clean, secure workspace.
- ☐ Survey records for fragility and damage.
- ☐ If sacramental or fragile registers are present, consult the Diocesan Archivist before scanning.
- ☐ Remove fasteners where safe and keep records in original order.
- ☐ Organize records into logical batches for scanning.

E. Equipment and Software

- ☐ Confirm that scanners meet minimum requirements.
- ☐ Confirm that necessary software is installed and working.
- ☐ Test scanners and software with sample records.
- ☐ Arrange for technical support if needed.

F. Digitization and Quality Control

- ☐ Run a pilot batch and review results.
- ☐ Adjust settings as needed.
- ☐ Document the process and any local instructions.
- ☐ Maintain logs of scanned materials and any issues.
- ☐ Verify that all pages/items have been captured.

G. Storage and Backup

- ☐ Save master files to approved diocesan storage.
- ☐ Set up regular backup procedures.
- ☐ Confirm access controls (who can see what).
- ☐ If using checksums, generate and record them.

H. Disposition of Originals

- ☐ Use the decision matrix to determine whether originals are permanent, archival, or eligible for destruction.
- ☐ Confirm that sacramental and other permanent records are archived at the parish or school, or transferred to Diocesan Archives if directed.
- ☐ For records eligible for destruction after digitization, complete the “Destruction of Original Records” form (Appendix H) and submit it to the Diocesan Archivist.
- ☐ Wait for written approval before scheduling destruction.
- ☐ Arrange secure destruction and record the details.

Appendix H – Destruction of Original Records Form



Office of Archives and Records, Diocese of Raleigh

Destruction of Original Records After Digitization – Request and Authorization

This form must be completed and approved before any original records are destroyed following digitization.

Section 1 – Requesting Entity

Parish/School/Office Name: _____

Address: _____

Project Lead Name: _____

Phone/Email: _____

Section 2 – Description of Records

Record series/title: _____

Brief description (content, purpose): _____

Date range (from – to): _____

Approximate volume (boxes, folders, pages): _____

Original format(s) (paper, photos, etc.): _____

Section 3 – Digitization Details

Date(s) of digitization: _____

Location of digital master files (path or system): _____

File formats used (for example, PDF/A, TIFF): _____

Have you confirmed that all files are complete, legible, and properly named?

☐ Yes ☐ No

Have backups been created and verified according to diocesan guidelines?

☐ Yes ☐ No

Section 4 – Retention and Eligibility

Relevant retention schedule citation or category:

Has the required retention period for these records expired?

☐ Yes ☐ No

Are these records sacramental registers or other sacramental records?

☐ Yes ☐ No

Are these records designated as permanent in diocesan policy or Appendix C?

☐ Yes ☐ No

Are these records subject to any known or anticipated legal matter, audit, or investigation (litigation hold)?

☐ Yes ☐ No

If any answer above suggests that destruction is not appropriate, please explain:

Section 5 – Local Review and Certification

By signing below, the Project Lead and local authority certify that:

The records described have been digitized according to diocesan guidelines.

Digital copies are complete, legible, and securely stored and backed up.

The records are not sacramental registers or permanent records, unless this has been specifically discussed with the Diocesan Archivist.

The records are not subject to a legal hold or other requirement that prevents destruction.

Project Lead:

Name (print): _____

Signature: _____

Date: _____

Local Authority (Pastor / Principal / Director):

Name (print): _____

Title: _____

Signature: _____

Date: _____

Section 6 – Diocesan Archivist Review

Decision:

- ☐ Approved – Destruction of the original records may proceed as described.
- ☐ Approved with conditions – See notes below.
- ☐ Not approved – Records must be retained; see notes below.

Notes/Conditions:

Diocesan Archivist (or Designee):

Name (print): _____

Signature: _____

Date: _____

(for example, cross-cut shredding, secure vendor):

Section 7 – Destruction Confirmation (Completed After Approval)

To be completed after destruction has taken place.

Date of destruction: _____

Method of destruction