

Records Destruction Certificate

COLLEGE/ADMINISTRATIVE DEPT. _____

SERIES/TITLE OF RECORDS	Inclusive Dates	Estimated Volume*
TOTAL VOLUME OF RECORDS DESTROYED		

** Volume of paper records is estimated in linear feet to the nearest whole number. Volume of digital records may be stated by the estimated memory volume it consumes.*

I hereby certify that the records described above have been: (check one)

_____ Destroyed per retention schedule guidelines.

_____ Digitized and originals destroyed.

Method of Destruction:

_____ Shredding: _____ In-house _____ Outside Agency (attach agency destruction certificate)

_____ Demagnetizing

_____ Other (please specify):

Departmental Custodian

Destruction Date