

IIMC Sample - Certificate of Destruction

This form documents the destruction of public records in accordance with...

1) Municipality		2) Division/Department/Section			
3) Person Completing Form		4) Address		5) Phone Number	
6) Records to be Destroyed					
A) Schedule and Record Series Number	B) Records Series Title	C) Date Range (mo/yr)	D) Location	E) Volume	F) Method of Destruction

Destruction Approvals:

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7)	_____	_____	_____
	Approving Official (Print Name)	Signature	Date
8)	_____	_____	_____
	Approving Official (Print Name)	Signature	Date

9) Records Destroyed By:	_____	_____
	Name (Print Or Signature)	Date of Destruction