

## SAMPLE CERTIFICATE OF DESTRUCTION

The information described below was destroyed in the normal course of business pursuant to the organizational retention schedule and destruction policies and procedures.

Organization:	Organization Contact:
Date of Destruction:	Authorized By:
Description of Information Disposed Of/Destroyed:	
Inclusive Dates Covered:	
<p><b>METHOD OF DESTRUCTION:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Overwriting</li> <li><input type="checkbox"/> Pulping</li> <li><input type="checkbox"/> Pulverizing</li> <li><input type="checkbox"/> Reformatting</li> <li><input type="checkbox"/> Shredding</li> <li><input type="checkbox"/> Other: _____</li> </ul>	
Records Destroyed By*:	
If On Site, Witnessed By:	
Department Manager:	
<p><i>*If records destroyed by outside firm, must confirm a contract exists</i></p>	