IIMC Sample - Certificate of Destruction

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

**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)

Signature

Approving Official (Print Name)

Date

8)

Approving Official (Print Name)

Signature

Date

9) Records Destroyed By:

Name (Print Or Signature)

Date of Destruction

**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