**Certificate of Destruction**

**SSARC 933 (R 11/2010)**

Once completed, keep this form with the corresponding approved Authority to Dispose of Records form (SS ARC 930)

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| 1. Name and Address of Agency | SECRETARY OF STATEDIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORYP.O. BOX 94125, Capitol StationBaton Rouge, Louisiana 70804-9125 |
| Sample Dept., Agengy, Section (if Applicable) |
| 1234 Main St. |
| PO BOX 1234 |
| Anytown, LA 70804 |
| 2. Records Officer and TitleRecords Management Officer Name and Official Title |
| 3. Certification of Destruction StatementI hereby certify that the following records listed below were disposed of by:Landfill Recycling Shredding Incineration Maceration Other:on 11/23/2010 for the Agency listed in section one above.Jane Doe WitnessWitness (Signature) Witness Name (Printed) | Pulverization | Degaussing |
| **Listing of Records Being Destroyed** |
| **Records Series** | **Inclusive Dates or File Break** |
| Correspondence Sent and Received | 1995-2000 |
| Invoices | 1/2002-12/2002 |
| Time and Attendance (W/original Signatures) | 1995-2008 |
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