

## Sample Certificate of Destruction

### Facility Name

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

Date of destruction: \_\_\_\_\_

Description of records or record series disposed of: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inclusive dates covered: \_\_\_\_\_

Method of destruction:

- Burning                       Shredding                       Pulping  
 Demagnetizing               Overwriting                       Pulverizing  
 Other: \_\_\_\_\_

Records destroyed by: \_\_\_\_\_

Witness signature: \_\_\_\_\_

Department manager: \_\_\_\_\_

*Note: This sample form is provided for discussion purposes only. It is not intended for use without advice of legal counsel.*