

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:	
<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>	
Inclusive Dates Covered:	
METHOD OF DESTRUCTION: <ul style="list-style-type: none"> <input type="checkbox"/> Overwriting <input type="checkbox"/> Pulping <input type="checkbox"/> Pulverizing <input type="checkbox"/> Reformatting <input type="checkbox"/> Shredding <input type="checkbox"/> Other: _____ 	
<hr/> <hr/> <hr/>	
Records Destroyed By*:	
If On Site, Witnessed By:	
Department Manager:	