STATE OF ALASKA
DEPARTMENT OF EDUCATION & EARLY DEVELOPMENT
ALASKA STATE ARCHIVES/RECORDS &
INFORMATION MANAGEMENT SERVICE (ASA/RIMS)
T: (907) 465-2317/2275
F: (907) 465-2465

Certificate Number (if applicable)
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CERTIFICATE OF RECORDS DESTRUCTION

1. Department	2. Dept. No.	3. Division	4. Agency Name	5. Agency ID No.

6. Location of Records (Street Address)	7. Contact Person	8. Contact Person Phone No.

9. The records described below are authorized for destruction under AS 40.21.030(b)(10).

These records:

☐ Have complied with an approved records retention and disposition schedule(s).
☐ Have been scanned/microfilmed and images have been certified "true and correct".

10. Confidentiality Restrictions

Are there confidentiality restrictions require special handling for the destruction of these records?

☐ NO ■ YES

If yes, cite law or regulation which places confidentiality restrictions on these records:

☐ SOA Constitution Article 1, Section 22 ☐ Other (please state):

11. RRDS No.	12. Item No.	13. Records Series Title (Use the same records series title as on the records retention and disposition schedule [RRDS])	14. Inclusive Dates	15. Records Transfer List No.	16. Box No. or Barcode No.

17. Method of Destruction

Choose One:

☐ Alaska Archives ☐ REACH, Inc.
☐ Shred Alaska ☐ Other (please state):
☐ AAA Archives ☐ In-house

18. Number of Boxes

19. APPROVALS

Division Director (Printed Name)		Records Officer (Printed Name)	
Division Director (Signature)	**Date**	**Records Officer (Signature)**	**Date**

Certificate of Records Destruction Continuation	Certificate No.	

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11. RRDS No.	12. Item No.	13. Records Series Title (Use the same records series title as on the RRDS)	14. Inclusive Dates	15. Records Transfer List No.	16. Box No. or Barcode No.

Certificate of Records Destruction Continuation	Certificate No.	

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11. RRDS No.	12. Item No.	13. Records Series Title (Use the same records series title as on the RRDS)	14. Inclusive Dates	15. Records Transfer List No.	16. Box No. or Barcode No.

Certificate of Records Destruction Continuation	Certificate No.	

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11. RRDS No.	12. Item No.	13. Records Series Title (Use the same records series title as on the RRDS)	14. Inclusive Dates	15. Records Transfer List No.	16. Box No. or Barcode No.

RIMS-015-12-01