

Certificate Number (if applicable)

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 approved Records Retention Schedule(s).
- Have been scanned/microfilmed and images have been certified "true and correct".

10. Confidentiality Restrictions

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 <small>(Use the same records series title as on the records retention and disposition schedule)</small>	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 (unscheduled records only)

**18.
Number of
Boxes**

19. APPROVALS

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

No.	Section	Remarks	Example
1	Department	Enter your department's name	Administration
2	Dept. No.	Enter your departmental I.D. number	02
3	Division	Enter your division's name	Division of General Services
4	Agency Name	Enter your agency's name	Leasing Section
5	Agency ID No.	Enter your agency's I.D. number	48
6	Location of Records	Enter the physical address where the records are being held.	
7	Contact Person	Enter the name of the person to contact regarding the disposal of records. This should be the same person who is filling out the form.	
8	Contact Person Phone No.	Enter the telephone number of the contact person.	
9	Authorization	Please check the appropriate boxes. The first box should always be checked.	
10	Confidentiality Restrictions	<p>If the records are confidential then please check the appropriate box and cite the specific law or regulation which places confidentiality restrictions on these records. If not, check "No".</p> <p>Check the provided box if they are confidential under the State of Alaska Constitution, Article 1, Section 22.</p>	AS 39.25.080 & 2 AAC 7.910(c)
11	RRDS No.	Enter the applicable records retention and disposition schedule (RRDS) number.	100.4 (This refers to the General Administrative Records Retention and Disposition Schedule or GARRDS).
12	Item No.	Enter the applicable item number from the referenced records retention schedule.	6.01
13	Record Series Title	This should match the records series title in the referenced RRDS in section 11.	Individual Personnel Files – Classified, Partially Exempt and Non-Permanent
14	Inclusive Dates	Enter the inclusive dates covering all the records in that series due to be disposed of.	2011
15	Records Transfer List No.	<p>If applicable, enter the Records Transfer List number associated with these records.</p> <p>If the records have not been transferred to a records center, i.e. your agency still holds them, please enter "N/A".</p>	N/A

No.	Section	Remarks	Example
16	Box No. or Barcode No.	<p>If applicable, enter the box/barcode number given to you by the records center if the records were once held in off-site in a records center.</p> <p>If you hold the records within your agency, please enter "N/A".</p>	N/A
17	Method of Destruction	Please check the box for the contractor that you wish to use to dispose of the records detailed on the Certificate of Destruction form.	
18	Number of boxes	Enter the total number of boxes of records due for disposal.	
19	Approvals	<p>The Division Director and appropriate Records Officer must approved and sign this form prior to any destruction of records.</p> <p>If the records are not covered by a records retention schedule, please see the Records Disposition Authorization form (for unscheduled records only).</p>	