

**STATE OF ALASKA  
DEPARTMENT OF EDUCATION AND EARLY DEVELOPMENT**

DIVISION OF LIBRARIES, ARCHIVES & MUSEUM  
ALASKA STATE ARCHIVES | RECORDS AND INFORMATION MANAGEMENT

PO BOX 110571, Juneau, AK 99811-0571  
395 Whittier Street, Juneau, AK 99801-1718  
Phone: (907) 465-2317 or (907) 465-2276  
[rims@alaska.gov](mailto:rims@alaska.gov)

<b>CERTIFICATE NUMBER (IF APPLICABLE)</b>
<b>Page 1 of</b>

**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 <small>(Use the same records series title as on the records retention schedule)</small>	14. INCLUSIVE DATES	15. RECORDS TRANSFER LIST NO.	16. BOX NO. OR BARCODE NO.

**17. METHOD OF DESTRUCTION**

**18.  
NUMBER OF  
BOXES**

**Choose One:**

- Vital Records Control       REACH, Inc.  
 AAA Archives                       Other (please state):  
 In-house

**19. APPROVALS**

<b>DIVISION DIRECTOR (PRINTED NAME)</b>		<b>RECORDS OFFICER (PRINTED NAME)</b>	
<b>DIVISION DIRECTOR (SIGNATURE)</b>	<b>DATE</b>	<b>RECORDS OFFICER (SIGNATURE)</b>	<b>DATE</b>

**CERTIFICATE OF RECORDS DESTRUCTION CONTINUATION****Agency ID****CORD No.****Page 2 of**

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			Agency ID	CORD No.	Page 3 of
11. RRDS NO.	12. ITEM NO.	13. RECORDS SERIES TITLE <small>(USE THE SAME RECORDS SERIES TITLE AS ON THE RRDS)</small>	14. INCLUSIVE DATES	15. RECORDS TRANSFER LIST NO.	16. BOX NO. OR BARCODE NO.

**CERTIFICATE OF RECORDS DESTRUCTION CONTINUATION**

Agency ID

CORD No.

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.