University of Alaska Fairbanks

Certificate of Destruction

This documents that the following UAF records were destroyed, deleted or purged in accordance with UA records retention policy. See: http://www.alaska.edu/records/records/rds/

FY _____

Destruction Date	Type of Record [1]	Method [2]	Record Identification or Description [3]	Initials [4]

Certified By [5]

Name: _____

Signature: _____

Date Certified: _____ Page ____ of ____

Instructions

! Make an entry in this form every time your department destroys any University of Alaska record. Depending on your department, this could be a folder with one record or a batch of multiple records. Be sure that you have adequately described the record or set of records.

! Use as many pages of this form as needed to keep a running tally of all records destroyed during the fiscal year (FY).

! At the end of the FY, the designated records person in your department will sign and certify that these record destructions were carried out in accordance with University policies.

! Completed Certificates of Destruction should be delivered to the UAF records manager to be stored in OnBase.

Notes

[1] Types of Records: Paper, Electronic or OnBase.
[2] Destruction Methods: Shred, Burn, Pulp, Overwrite, Delete, Purge or Reformat.
[3] This can be the record series number, batch identifiers or other unique information about the records to be destroyed.
[4] These are the initials of the employee performing the actual document destruction.
[5] By signing, you are certifying that all of the listed document destructions have taken place.