

# 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 <sub>1</sub>	Method <sub>2</sub>	Record Identification or Description <sub>3</sub>	Initials <sub>4</sub>

Certified By <sup>5</sup> \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Certified: \_\_\_\_\_

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### 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.