

Records Destruction Certificate

Kentucky Department for Libraries and Archives, Archives and Records Management Division
300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Date:

Cabinet/Local Jurisdiction:

Department/Local Government Office:

Division:

Branch/Unit:

Schedule Date:

Destruction Date:

Destruction Method

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume Cubic Feet Gigabytes
Total Volume of Records Destroyed			

Approvals and Certifications

Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Libraries, Archives, and Records Commission.

I hereby certify that the records described above have been destroyed.

Records Officer/Custodian

Date