

# Mesa Public Schools

## REPORT/CERTIFICATE OF RECORDS DESTRUCTION

**Instructions:** Prior to the end of each fiscal year, this form must be completed by the school principal, department director, or other administrator responsible for directing the destruction of administrative records at his or her location. Complete this form as outlined below. Upon completion, submit it to the Associate Superintendent.

- List the "Record Series" destroyed using the exact record series name(s) found on the approved schedule.
- Enter the earliest date of records destroyed under "From" and the latest date under "Thru."
- Using cubic feet, estimate to the nearest whole number, the volume of records destroyed.
  - One letter-size file drawer = 1.5 cu. ft.
  - One legal-size file drawer = 2.0 cu. ft.
 The volume of digital records may be stated by the estimated memory volume it consumed.
- At the bottom of this form, enter the date on which the records were destroyed and the signature of the individual who actually performed or witnessed the destruction.

School/Department Name			
Administrator's Name		Administrator's Title	

LIST RECORDS DESTROYED			
Record Series	Dates Covered		Estimated Volume
	From	Thru	

CERTIFICATE		
<b>The above records have been destroyed so as to render them totally useless.</b>		
DESTROYED BY (Name)	TITLE	
SIGNATURE <b>X</b>	DATE	