



SCHOOL DISTRICT 36 (SURREY)

CERTIFICATION OF DESTRUCTION

APPROVED SCHEDULE

REPORT OF RECORDS DESTRUCTION

FOR RECORDS ON APPROVED RETENTION SCHEDULE

DATE

TO:

FROM:

(name, dept/school and courier no.)

RECORDS DISPOSED OF

RECORD SERIES (if applicable, include box numbers)	DATES COVERED		ESTIMATED VOLUME (BOXES)
	FROM	TO	

CERTIFICATION OF DESTRUCTION

(to be completed and signed ONLY after destruction is confirmed)

ON _____

DATE

Destruction of the above records was made by means of:

BURNING

RECYCLING

SHREDDING

OTHER _____

SIGNATURE

DEPARTMENT/SCHOOL & Courier #

DATE