

## Fort McMurray Catholic School - Certificate of Destruction of Records

This form is to be used to authorize and document the destruction of public records in accordance with Administrative Procedure (AP) 185 - Record Management and the District Record Management Schedule

School/Site:				Prepared by:		
Record Series #	Record Series Title	General Description	Open Date YYYY/MM	Closed Date YYYY/MM	Retention Period (Yrs)	Notes / Comments

(Continued on page 2)

**DESTRUCTION APPROVAL:** We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed and no pending or ongoing litigation or investigation involving these records exist to the best of our knowledge.

	Print Name	Signature	Date
Recommendation by Principal/Director			
Approval by Secretary-Treasurer			
Record Destroyed by			

Do not destroy records until approval by Secretary-Treasurer. Once approved, the form will be sent back to the site for records to be destroyed. Once the records are destroyed, the form will be returned to the Sec-Treasurer for permanent retention.

