



Certificate of Records Destruction

To complete this form, please consult the [Public Universities of Alabama Functional Analysis & Records Disposition Authority](#) (RDA) guidelines established by the Alabama State Records Commission. Match the records you propose to destroy with the appropriate description in the RDA guidelines. Select the appropriate **Record Title** and **Retention Period** from the RDA guidelines. Contact John Varner at 334-844-1732 with any questions.

The RDA guidelines apply only to the record copy of a document. You can destroy duplicate copies when they outlive their usefulness to your department.

Complete this form at least **72 hours** prior to the scheduled pick-up or shredding day. Send the completed form for approval to John Varner in the Special Collections and Archives Department at the Draughon Library. Fax the form to 334-844-1704 to his attention.

Do not destroy records until the form has been returned to you with the **Special Collections Signature** line complete. Include a copy of the signed form with the documents on the scheduled pick-up or shredding day.

For information about shredding services, call the Waste Reduction and Recycling Department at 334-844-9461.

Department _____

Contact _____

Phone _____ Fax _____

Email _____

Record Title _____

Inclusive Dates _____

Number of Boxes _____ Retention Period _____

Department Signature & Date _____

Department Account Number _____

Special Collections Signature & Date _____