



Certificate of Records Destruction

Department Staff Person
Completing Form Extension

Campus Building Room Number

Department

Division

Inventory of YSU Records to Be Destroyed

Line No.	Record Series Description	Record Series Code (from Records Retention Schedule)	Retention Period	Starting Date	Ending Date
1					
2					
3					
4					

Are these documents applicable to use in any current or pending litigation or investigation?

Yes No

Have all records retention requirements pertaining to these documents been fulfilled?

Yes No

Department Head or
Records Custodian
Signature

Date

Department Head or
Records Custodian

Title

This certifies that the records listed above are eligible for destruction based on the information provided by the department completing this form.

University Archivist

Archivist's
Signature

Date

IMPORTANT NOTE: Public records may not be destroyed without receiving prior approval from the University Archivist. Records with potential historical value must be appraised by the University Archivist for possible transfer to the YSU Archives. For more information regarding records management, please contact Brian Brennan, Archivist, Maag Library, by telephone at x3487 or by e-mail at bkbrennan@ysu.edu.