Print Form

Certificate of Destruction

SSARC 933 (R 11/2010)

Once completed, keep this form with the corresponding approved Authority to Dispose of Records form (SS ARC 930)

1. Name and Address of Agency	SECRETARY OF STATE DIVISION OF ARCHIVES RECORDS MANAGEMENT & HISTORY P.O. BOX 94125, Capitol Station Baton Rouge, Louisiana 70804-9125

2. Records Officer and Title

Nolan Eller, University Archivist/ Records Officer

3. Certification of Destruction Statement

I hereby certify that the following records listed below were disposed of by:

☐ Landfill ☐ Recycling ☐ Shredding ☐ Incineration ☐ Maceration ☐ Pulverization ☐ Degaussing

☐ Other: _____

on _____ for the Agency listed in section one above.

_____ Witness (Signature)

_____ Witness Name (Printed)

Listing of Records Being Destroyed

Records Series	Inclusive Dates or File Break