



Montgomery College
 Records Management, OIT
 9221 Corporate Boulevard
 Rockville, MD 20850

CERTIFICATE OF IN-OFFICE RECORDS DESTRUCTION

Use this form to document the destruction of public records that have been retained in your MC Office/Department in accordance with the College's Records Retention Schedule. Send completed form to the Records Management Office, OIT.

1. College Office / Department		2. Administrator / Records Point of Contact		
3. Person Completing Form	4. Address		5. Telephone Number & Extension	
6. Records to Be Destroyed				
a) Schedule #, Record Group # and Item #	b) Records Series Title	c) Inclusive Dates of Records Destroyed	e) Date of Destruction	f) Destruction Method
Enter the numbers from the fields of the same names on the College's Records Retention Schedule. Example: 11-117-2	Enter the series title of the item exactly as it appears on the College's Records Retention Schedule. Example: 11-117-2 refers to Facilities Records Retention Schedule #11, Record Group # 117, and Item # 2. The series title is: <i>Centralized Maintenance Accounts Files.</i>	Enter oldest date to most recent date.	Date that you destroyed the records.	Enter means used to dispose of the records. Confidential, sensitive material must be cross-shredded, burned or pulped.

DESTRUCTION APPROVALS: By signing, I certify that the records listed above have been retained for the scheduled retention period in our office/department, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

7. Administrator (Print) _____ **Signature** _____ **Date** _____

8. Records Destroyed By (Print) _____ **Signature** _____ **Date** _____