

## **In-Office Records Destructions Log**

Page \_\_\_\_\_ of \_\_\_\_\_

County			
Office	Section	Branch	
Location(s)			
of Records			

Records Schedule	Required Retention	Date Range	Volume (file drawers, MB etc)	<b>Media</b> P=Paper E=Electronic	Date of Destruction	R=Recycled S=Shredded	Authorization for Destruction
Example FIN-ACC-09	FYE 7	2007-14	3 boxes	Р	1/5/2019	R	Schedule

Please have your designated records officer or Department head review, sign, and date the completed form. Retain a copy for your records.

I certify that I have reviewed the (above) (attached listing of) records and authorize their destruction.

Records Officer or

Department Head/Title:\_\_\_\_\_

\_Date::\_\_\_\_\_

Questions about records retention schedules or other records management issues? Please feel free to call Stephanie Gertken, Records Analyst at: 307-777-8907 or Carmen Clayton, Records Management Unit Supervisor, at 307-777-5586. Retention schedules can be found online at: <a href="http://wyoarchives.state.wy.us/index.php/record-retention-schedules">http://wyoarchives.state.wy.us/index.php/record-retention-schedules</a>