University of Alaska Fairbanks				
Certificate of Destruction				
This documents that the following UAF records were destroyed, deleted or purged in accordance with UA records retention policy. See: http://www.alaska.edu/records/records/rds/				FY
Destruction Date	Type of Record ₁	Method 2	Record Identification or Description 3	Initials 4
Certified By ⁵				
Name:				
Signature:				
Date Certified: Page of				
 Instructions ! Make an entry in this form every time your department destroys any University of Alaska record. Depending on your department, this could be a folder with one record or a batch of multiple records. Be sure that you have adequately described the record or set of records. ! Use as many pages of this form as needed to keep a running tally of all records destroyed during the fiscal year (FY). ! At the end of the FY, the designated records person in your department will sign and certify that these record destructions were carried out in accordance with University policies. ! Completed Certificates of Destruction should be delivered to the UAF records manager to be stored in OnBase. 				
 [1] Types of Records: Paper, Electronic or OnBase. [2] Destruction Methods: Shred, Burn, Pulp, Overwrite, Delete, Purge or Reformat. [3] This can be the record series number, batch identifiers or other unique information about the records to be destroyed. [4] These are the initials of the employee performing the actual document destruction. [5] By signing, you are certifying that all of the listed document destructions have taken place. 				