

**TROY University – Dothan Campus
Archives of Wiregrass History and Culture**

CERTIFICATE OF RECORDS DESTRUCTION

1. Dept. Name: _____ 4. Acct. No: _____

2. Building / Room: _____ 5. Date: _____

3. Contact: _____ 6. Phone: _____

7. Records/Document Title	Inclusive Dates	Volume Disposed (cubic feet)	No. of Boxes
a.	-	cf	bx
b.	-	cf	bx
c.	-	cf	bx
d.	-	cf	bx
e.	-	cf	bx
f.	-	cf	bx

Comments:

8. Will the Generator Require Notification of Destruction? YES _____ NO _____

9. Signature of Generator: _____ Date: _____

10. Signature of Destruction Company Representative: _____ Date: _____

NOTE: A cubic foot of records/documents packed in a box weighs ~28 pounds. A 10" x 12" x 15" archive storage box is 1 cubic foot.