

**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.