



## Public Records Destruction Log Request for In-House Destruction

To comply with RCW 40.14.060, WAC 434-610-070, and WAC 434-640-101, 020, and 030, it is vital that public records be destroyed according to their approved retention periods. Therefore, the purpose of this form is to verify compliance and reasonable accountability proving specific public records have clearly met approved retention periods for disposal. Please fill out this form for authorization to dispose of any public record. **THIS FORM MUST BE RETAINED FOR THE LIFE OF THE AGENCY(GS50-09-06 Page 154 of the Local Government Common Records Retention Schedule (CORE)).**

**Date** **School/Department** **Records Officer**

Description of Records	DAN/Manual/Page	Inclusive Dates	Retention Period	Comments

All public records listed have been identified to be at the end of their designated retention period, have no need to be retained for audits, lawsuits, public records requests, or program requirements and shall be destroyed.

The individual who is responsible for destroying the listed records must sign below prior to the Records Officer signature approval.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Employee Name (Please print clearly) \_\_\_\_\_

**The Senior Records Officer must sign the approval of this request prior to the destruction of the listed records:**

Senior Records Officer Signature \_\_\_\_\_ Date \_\_\_\_\_

I certify that all public records listed above were destroyed on \_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_