

Records Destruction Certificate (DC)

Kentucky Department for Libraries and Archives, Archives and Records Management Division
300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602

Cabinet/Local Jurisdiction: KENTON COUNTY SCHOOL DISTRICT

Submit Date: _____

Department or Local Office: Select School/Site

Division: _____

DC Submitted By: _____

Schedule Date: 06/11/2015 Destruction Date: _____ Destruction Method: Shred

Form is for records destroyed at agency only, per approved retention schedules.

Series No.	Title of Records	Date Span of Records	Volume: CUBIC FEET
Total Volume of Records Destroyed:			0

Approvals and Certifications

SUBMIT FORM

Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Libraries, Archives, and Records Commission.

I hereby certify that the records described above have been destroyed.

Dr. David A. Rust

District Records Officer

Date

RECORDS DESTRUCTION CERTIFICATE (DC) INSTRUCTIONS

The Records Destruction Certificate is a fielded PDF form that should be used by Records Officers to document destruction of records at an agency. A printed copy of the completed and signed form should be sent to the Archives and Records Management Division.

Fill in the data on the Records Destruction Certificate (form ARM 50) as follows:

- **Submit Date:** Use date menu to select the date this form is originated: YYYY/MM/DD.
- **Cabinet/Local Jurisdiction:** Pre-populated with Kenton County School District.
- **Department/Local Government Office:** Use drop-down to select school or CO.
- **Division:** Name of department or office within school/site (eg. Guidance or Transportation).
- **Branch/Unit:** Put N/A, unless instructed otherwise.
- **DC Submitted By:** Type name of staff member preparing destruction and submitting DC.
- **Schedule Date:** The month and year the current Records Retention Schedule for your agency was approved by the State Archives and Records Commission. This information can be found on the signature page which accompanies the retention schedule or the top right-hand side of the first schedule page. **Currently 6/11/2015 (DO NOT CHANGE).**
- **Destruction Date:** Use date menu to indicate the date the records were actually destroyed.
- **Destruction Method:** Indicate the method used to dispose of the records, i.e., landfill, delete, recycle, shred, etc. using the drop-down menu.
- **Series No.:** Enter the series number from your agency's Records Retention Schedule or applicable general schedules for the record(s) you are destroying. Multiple series can be recorded on the Destruction Certificate.
- **Title of Records:** Enter the title of the record(s) exactly as shown in your agency's Records Retention Schedule, or the appropriate general schedule.
- **Date Span:** Give the inclusive (oldest and most recent) dates of the records destroyed. If you only have years and not exact dates, please place SY in front of the years to designate school years. For instance, SY 2023-2024.
- **Volume:** Use the drop-down menu to select the volume measurement unit of records being destroyed. This may be in cubic feet (if the records are in paper format), Terabytes/Gigabytes (if the records are in digital format), or some other unit of measure (for other formats). If the records are in other formats, select other and write in the table. One copy paper (or comparable) box equals 2.5 cubic feet.
- **Total Volume of Records Destroyed:** The form will auto-calculate the amount from entries above.
- **Each submitting individual/department should keep an electronic copy of this form and send an electronic copy via email to Dr. Rust (david.rust@kenton.kyschools.us) who will sign, and retain this document on behalf of KCSD.**
- **Approvals and Certifications:** Agency Records Officer or records custodian signs and dates the form, certifying destruction of records. Dr. Rust will sign, date and submit to the Kentucky Department of Libraries and Archives.