

City and Borough of Sitka
 Records Center
 601 Alice Loop
 Sitka, Alaska 99835
 (907) 747-1826

CERTIFICATE OF RECORDS DESTRUCTION

SGC 1.35.040 – Ordinance 2007-20

For Records Management Use

Date Records Destroyed:

DEPARTMENT:

E-mail:

Phone No.

By: _____

RECORDS TO BE DESTROYED

Records Series ID	Records Description	Date Range (Month/Year)	Location	Volume	Method of Destruction

Destruction Approvals

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

_____ Department Coordinator (Type or Print Name)	_____ Signature	_____ Date
_____ Department Head (Type or Print Name)	_____ Signature	_____ Date
Sara Peterson _____ Municipal Clerk/Records Manager (Type or Print Name)	_____ Signature	_____ Date
Jess Earnshaw _____ Records Specialist (Type or Print Name)	_____ Signature	_____ Date