**Sample certificate of destruction**

# **Certification of Destruction**

**Name of business area/unit:** Click or tap here to enter text.

**Public records inventory/disposal list**: (attached)

**Method of Destruction:**  Click or tap here to enter text.

**Third Party (if applicable):** Click or tap here to enter text.

**Name**: Click or tap here to enter text.

**Position**: Click or tap here to enter text.

**Signature**: **Date**: Click or tap to enter a date.