

STATE RECORDS CENTER

Alabama Department of Archives and History 715 Shady Street
Montgomery, Alabama 36130
(334) 242-4306

DESTRUCT

DESTRUCTION NOTICE

| Department: Division: Records Liaison: | | | | Notice of Intent: The scheduled records listed below are to be destroyed in thirty days in the manner checked below. If you object to this scheduled destruction contact the: | | |
|--|-----------------------------|--|---|---|--------------|------------------------|
| Phone: Date: | | | | | | |
| Records to be destroyed by: () Records Center () Agency | | | | () Records Center Supervisor () Agency Records Liaison | | |
| Method of Destruction: () Shredding () Landfill () Recycling () Other | | | | Proposed Date of Destruction: | | |
| Are the records being replaced with microfilm copies? ()Yes () No | | | | | | |
| I hereby certify that the records to be disposed of are represented correctly below, that any audit requirements for the records have been fulfilled, and that further retention is not required for any pending or imminent litigation. | | | | | | |
| Name and Title (Please Type) | | | Signatu | Signature Date | | ate |
| Schedule Number | Volume (Box, Roll, Book) | | Title as Listed on Records sition Authority | | Date Span | Location # ADAH use |
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| | | | | Agency approval of destruction is denied (Justification Attached) | | |
| | | | | gency Records Liaison Date | | |
| State Appraisal Archivist Date The recessions. | | | | cords listed above have been destroyed in the manner | | |
| Chairman, State Records Commission Date | | | | ssed By | | Date |