

Records Destruction Authorization and Certificate



Office of Special Collections and Records Management McKay Library BYU-Idaho, Rexburg, Idaho 83460 Phone (208) 496-9545	College/Department/Organization _____ Date _____
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The records listed below have passed beyond the retention date prescribed by federal, state, and local regulations as well as internal policy. The records are eligible for destruction according to the Campus Retention Schedule. Please indicate your approval for destruction unless reasons to delay exist (if litigation or audit is pending, halt destruction). Confidential records must be securely shredded. Refer to the Records Management Website at www.byui.edu/records-retention

Records Category Title or Description	Dates		Estimated Volume (cubic feet)	Secure Destruction (Y/N)	Method of Destruction (secure shredding, recycling, etc.)	Destruction Date
	From	To				

Destruction Authorization

I hereby certify that I have reviewed the above list of records and have authorized their destruction. To the best of my knowledge, these records are not subject to further examination or pending litigation or audit.

Approvals	Date
College/Department/Organization Head	
Records Liaison	
Records Manager/Special Collections Librarian	