DEPARTMENT OF GENERAL SERVICES
CERTIFICATE OF RECORDS DESTRUCTION

Agency/Division: _____

Address/Location: _____

_____

_____

Allotment Code: _____

Cost/Index Code: _____

TO: Public Records Commission
c/o Records Management Division
Department of General Services
843 Cowan Street
Nashville, TN 37243-0555

RECORDS DISPOSED

RECORD SERIES TITLE AND DESCRIPTION	RELATED RDA NUMBER	DATE RANGE OF RECORDS DESTROYED		VOLUME (CUBIC FEET)
		FROM (MM/YY)	THRU (MM/YY)	

CERTIFICATION OF DESTRUCTION

ON _____ destruction of above records was made in accordance and authorized by the Tennessee Code Annotated
(Date)
Section 10-7-509 (a) and (b) by means of: ☐ BURNING ☐ SHREDDING ☐ RECYCLING ☐ OTHER (specify): _____

_____ _____ _____
Signature Title Date

GS - 0989

RDA 836-1