

**Records Destruction Certificate**  
**Kentucky Department for Libraries and Archives, Public Records Division**  
**300 Coffee Tree Road, P.O. Box 537, Frankfort Kentucky 40602**

**Date: 7-20-2015**

Cabinet/Local Jurisdiction: Jefferson County Public Schools

Department/Local Government Office: Bruce Middle School

Division:

Branch/Unit:

Schedule Date: June 2015

Destruction Date: July 2015

Destruction Method: Shred

For records destroyed at agency only, per approved retention schedules

Series No.	Title of Records	Date Span	Volume	
			<input checked="" type="checkbox"/> Cubic Feet	<input type="checkbox"/> Megabytes
L5260	Time and Attendance Records File	2004-2009	5	
L5294	Accounts Payable	2005-2008	3	
L5282	Accounts Receivable	2007-2008	2	
L5240	Attendance Records File	2013	1	
L2307	Application for Free and Reduced Price School Meals	2007-2009	1	
L5304	General Correspondence	2009-2011	2	
<p><b>Example</b></p> <p>This is not an actual certificate  Completed certificates are signed and submitted to the address above</p>				
Total Volume of Records Destroyed			14	

**Approvals and Certifications**

**Before destroying records not listed on the agency's retention schedule or applicable general schedules, approval must be obtained from the State Archives and Records Commission.**

I hereby certify that the records described above have been destroyed.

(signature) \_\_\_\_\_ 7-20-2015

Records Officer/Custodian

Date

**PRD USE ONLY**

I  D  EM  L  S  C