

**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 type="checkbox"/> Cubic Feet <input checked="" type="checkbox"/> Megabytes <input type="checkbox"/>
L5304 L5315	Routine Correspondence Itineraries/Schedules of Meetings	2010-2012 2009-2011	0.25 0.10
Total Volume of Records Destroyed			0.35

Example

This is not an actual certificate  
 Completed certificates are signed and submitted to the address above

**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