

**TROY University – Dothan Campus  
Archives of Wiregrass History and Culture**

**CERTIFICATE OF RECORDS DESTRUCTION**

1. Dept. Name: \_\_\_\_\_ 4. Acct. No: \_\_\_\_\_

2. Building / Room: \_\_\_\_\_ 5. Date: \_\_\_\_\_

3. Contact: \_\_\_\_\_ 6. Phone: \_\_\_\_\_

7. Records/Document Title	Inclusive Dates	Volume Disposed (cubic feet)	No. of Boxes
a.			
b.	-	cf	bx
c.	-	cf	bx
e.	-	cf	bx
f.	-	cf	bx

Comments:

8. Will the Generator Require Notification of Destruction? YES \_\_\_\_\_ NO \_\_\_\_\_

9. Signature of Generator: \_\_\_\_\_ Date: \_\_\_\_\_

10. Signature of Destruction Company Representative: \_\_\_\_\_ Date: \_\_\_\_\_

NOTE: A cubic foot of records/documents packed in a box weighs ~28 pounds. A 10" x 12" x 15" archive storage box is 1 cubic foot.