



AUBURN
UNIVERSITY

Certificate of Records Destruction

Consult the retention and disposal [guidelines](#) established by the state of Alabama to complete this form. Match the records you propose to destroy with the appropriate description in the retention and disposal guidelines. Select the appropriate **Record Title** from the retention and disposal guidelines. Select the appropriate **Retention Period** from the retention and disposal guidelines.

The retention and disposal guidelines apply only to the record copy of a document. You can destroy duplicate copies when they outlive their usefulness to your department. Estimate the volume of material you propose to destroy in cubic feet.

Complete this form at least **72 hours** prior to the scheduled pick-up or shredding day. Send the completed form for approval to John Varner in Special Collections at the Ralph Brown Draughon Library. Fax to 334-844-1704 or mail to his attention.

Do not destroy records until the form has been returned to you with the **Special Collections Signature** line complete. Include a copy of the signed form with the documents on the scheduled pick-up or shredding day.

Contact [John Varner](#) at 334-844-1732 with any questions regarding this form and/or records destruction.

Department: _____

Contact: _____

Phone: _____

Fax: _____

Email: _____

Record Title: _____

Inclusive Dates: _____

Number of Boxes: _____

Retention Period: _____

Department Signature and Date: _____

Department Account Number: _____

Special Collections Signature and Date: _____