ALABAMA

DEPARTMENT OF
ARCHIVES & HISTORY

State Records Center
2745 Gunter Park West
Suite D
Montgomery, AL 36109
C: 334-277-9898
record.center@archives.alabama.gov

Destruction Notice - for Records Housed at Records Center

Department:	**Proposed Date of Destruction**:
Division:	
Name of Records Contact:	
Telephone:	Method of destruction:
E-mail:	◯ Shredding ◯ Recycling

AGENCY CERTIFICATION: I hereby certify that: I have reviewed the RC-created list of records from my agency that are eligible for destruction; all audit and legal requirements have been met; and further retention is not required for any pending litigation.

Name:	Signature:	Date

RDA	Volume	Record Title as listed on RDA	Date	Location #

Agency approval of destruction is denied. (Attach justification)	Agency Signature:	Date Denied
The records listed above were destroyed in the manner indicated.	RC Staff Signature:	Date Destroyed

(Form RC–5 07/2018)