Tennessee Secretary of State

CERTIFICATE OF RECORDS DESTRUCTION

Agency/Division: _____

Address/Location: _____

_____

Records Officer: _____

Allotment Code: _____

Cost/Index Code: _____

Send to: Public Records Commission
c/o Records Management Division
Tennessee Secretary of State
312 Rosa L. Parks Avenue, Snodgrass Tower, 8th Floor
Nashville, TN 37243

RECORDS DISPOSED

RECORD SERIES TITLE AND DESCRIPTION	RELATED RDA NUMBER	DATE RANGE OF RECORDS DESTROYED		VOLUME
		FROM (MM/YY)	THRU (MM/YY)	

CERTIFICATION OF DESTRUCTION

ON _____ destruction of above records was made in accordance and authorized by the Tennessee Code Annotated Section 10-7-509 (a) and (b) by means of: ☐ PURGING ☐ SHREDDING ☐ RECYCLING ☐ OTHER (specify): _____

_____ _____

Signature Title Date

GS-0989 (Rev. 6/11)

RDA SW05