



## Records Destruction Certificate

**Records and Information Management  
Schlachter University Archives  
106B Steely Library  
Highland Heights, Ky  
859-572-5742**

Division: \_\_\_\_\_

Department: \_\_\_\_\_

Bldg/Room: \_\_\_\_\_

Prepared by: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

## DESTRUCTION APPROVALS

**Note:** University Records Officer approval is **required** before destroying any university records.

For records not listed on the [State University Records Schedule](#), please contact Records and Information Management, x5742.

***We certify that the records listed above have met the scheduled retention period, completed required audits, and there is no known pending or ongoing litigation or investigation involving these records.***

**Destruction Date** \_\_\_\_\_

### Records Custodian (Print)

### Signature

Date

**University Records Officer** Vicki Cooper or Amy Malventano

### Signature

Date