

City and Borough of Sitka  
Records Center  
601 Alice Loop  
Sitka, Alaska 99835  
(907) 747-1826

**CERTIFICATE OF RECORDS DESTRUCTION**  
**SGC 1.35.040 – Ordinance 2007-20**

For Records Management Use

Date Records Destroyed:

E-mail:

Phone No.

By: \_\_\_\_\_

**RECORDS TO BE DESTROYED**

Records Series ID	Records Description	Date Range (Month/Year)	Location	Volume	Method of Destruction

**Destruction Approvals**

We certify that the records listed above have been retained for the scheduled retention period, required audits have been completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

_____ Department Coordinator (Type or Print Name)	_____ Signature	_____ Date
_____ Department Head (Type or Print Name)	_____ Signature	_____ Date
_____ Sara Peterson Municipal Clerk/Records Manager (Type or Print Name)	_____ Signature	_____ Date
_____ Melissa Henshaw Records Specialist (Type or Print Name)	_____ Signature	_____ Date