



Records Destruction Inventory

Division: _____ Department: _____ Bldg/Room: _____

Prepared by: _____ Email: _____ Phone: _____

Record Category	Record Series	Records Description	Date Span		Format <i>(Paper, Electronic, CD, DVD, Tape)</i>	Volume		Destroyed By <i>(Shred, Erase or Trash)</i>
			<i>Start mm/yyyy</i>	<i>End mm/yyyy</i>				

Destruction Date: _____

Records Destroyed by: _____ **Date:** _____