

Colquitt County Schools Records Destruction Request/Certificate

Sheet # _____ (to be completed by Central Office) Date: _____

Name of School/Office _____

The records described below may be destroyed when the person responsible for the records and the Records Management Coordinator have signed this notice, by authority of OCGA 50-18-99.

Schedule # If applicable	Series Title	Earliest Date Included	Latest Date Included	Volume (cubic feet) <small>Use chart on website</small>

Total # of boxes: _____

The records described above have been reviewed and are the same as the records described on the Local Government Retention Schedule.

School Official/Designee Title Date

Sheet # _____ has been reviewed and the records described above are eligible for destruction as of: _____

Records Management Coordinator Date

Records described above were destroyed on _____ and confidential records were shredded as required by law OCGA 50-18-95.

Records Management Coordinator Date