

Certificate of Records Destruction (R2 Form)

In-Office Destruction or Records Center Confidential Shredding?	
In-Office	Records Center

This Certificate is used in coordination with approved Sinclair Community College department and/or division Records Retention Schedules [R1 Form]. It provides the audit trail to document that our business records have been destroyed or deleted in accordance with the law as part of an approved records retention program. All departments and divisions have a legal responsibility to complete and file R2 Forms in a timely manner. When physical or digital records have met or exceeded required retention, obtain department or division approval and return this form to the College Records Manager by interoffice mail or email. For assistance, please call ext. 2319, or email shelby.beatty1@sinclair.edu.

Department _____ **Division** _____

Person Completing Form Name _____ Ext. _____ Date _____

Unit Manager/Supervisor _____ Date _____
(Approval Signature)

Records Manager _____ Date _____
(Approval Signature)

Instructions	
Records to be Destroyed	List the records that you intend to destroy/delete as they appear on the retention schedule. Use separate rows for each record series.
Number of Boxes/Files	Include the number of boxes or files (physical or digital) you intend to destroy/delete. Boxes are available in the Records Center, if needed.
Span Dates of Records	Indicate the inclusion dates (start/end dates) of records you intend to destroy/delete.
Destruction Date	Exact date records are destroyed/deleted. Records Manager will fill in if transferred to the Records Center.

Records to be Destroyed	Number of Boxes/Files	Span Dates of Records	Destruction Date

