

Certificate of Records Authorized for Destruction

Section I - Request

Pursuant to OAR Chapter 166, Division 30, the public record(s) listed below has met the terms and conditions found in the City Records Retention Schedule now subject to for destruction.

Requestor Name: _____ Department: _____

OAR Series | Title, Subsection + Date _____
(Month/Day/Year) _____ Retention Period: _____

Current Storage Location: _____

Requestor Signature: _____ Date: _____

Section II - Director/Supervisor's Approval

I do hereby certify that the records described below have been retained longer than required in accordance with OAR and no longer have any particular value to the City of Newberg, Oregon.

Director's/ Supervisor's Signature: _____ Date: _____

Section III - Eligible for Destruction

Pursuant to OAR Chapter 166, Division 30, the public record(s) listed have been audited and pass the minimum retention period; these public records are now eligible for destruction.

City Recorder Signature: _____ Date: _____

Section IV- Certificate of Destruction

(To be completed by the person or company conducting the destruction)

Non-Confidential Records

Confidential Records - *Must be destroyed by shredding or incineration*

Destroyed By: _____ Date: _____

Describe Destruction Method - Shredded _____ Recycled _____ Incinerated _____ Other _____

Witnessed By: _____ Date: _____

DISTRIBUTION: Original: City Recorder _____ Copy: Department _____

List of items destroyed:



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List of items destroyed, cont.:

Certificate of Records for Destruction Instructions

Section I - Request

Request for Destruction: Complete the “Records Destruction Form”.

Section II - Director/Supervisor’s Approval

Have the department head sign the form for approval. This gives the department head one last opportunity to retain the record(s). In some instances, the department head may be aware of circumstances where the record(s) need to be retained for special reasons, such as pending litigation.

Section III - Eligible for Destruction

Route the form and record(s) to be destroyed to the City Recorder who will confirm the retention period has been met, and the correct citation has been used. If retention is met, the City Recorder will sign and date the form and destroy the records.

Section IV- Certificate of Destruction

Mark if the documents were classified as Non-Confidential or Confidential. If there is a special need to destroy records in a confidential manner, contact the City Recorder for special arrangements.