



Louisiana State Archives – Records Management
 Louisiana Secretary of State
 P.O. Box 94125
 Baton Rouge, LA 70804-9125
disposals@sos.la.gov

SSARC-933 (04/2021)

CERTIFICATE OF DESTRUCTION

Agency Contact Information	
Agency Name:	
Address:	
Name of Records Officer:	
Phone:	Email:

You may not dispose of any records that are subject to legal holds, election challenges, or audit, even if the records have met their retention requirements.

Certificate of Destruction Statement:

I hereby certify that the records listed below were disposed of using the following process:

- Degaussing/Eraser
 Deletion
 Incineration
 Landfill
 Maceration
 Pulverization
 Recycle
 Shred
 Other

Note: If the record series being destroyed contains information considered **confidential** in nature, the records series must be disposed of in a secure manner, such as by shredding or incineration.

Date of Disposal:

Signature of Witness

Date Signed

Printed Name

List of Records Destroyed (Attach spreadsheet if more space is needed)	
Records Series Title	Inclusive Dates or File Break

Note: Please retain this document permanently. File with corresponding Authority to Dispose of Record Form SSARC-930.