

The following form(s) can be filled in on-line, then printed for signatures and mailing or faxing.

To begin filling out the forms in Acrobat Reader, make sure the '**hand**' tool is selected then click on a line or in a box and begin typing. Check boxes can be clicked on or off.



Community Colleges of Spokane RECORDS DESTRUCTION LOG

To comply with RCW 14.14.060, WAC 434-610-070, and WAC 434-640-010, 020, and 030, it is vital that public records be destroyed according to their approved retention periods as defined in the [General Retention Schedule](#) for Washington State Community and Technical Colleges. Therefore, the purpose of this form is to verify compliance and reasonable accountability proving specific public records have clearly met approved retention periods for disposal. Please complete this form for destruction of public records with an approved retention period. If you need assistance to complete this document, call the office of the public records officer at 434-5275.

Date	Campus	Department	Records Custodian		Phone Number	
Number of Boxes	Record Series Number and Description		Inclusive Dates		Retention Period	Date Destroyed
			From	To		

All public records listed above have been identified to be at the end of their designated retention period, have no need to be retained for audits, lawsuits, public records requests or program requirements.

Records custodian's signature _____ Date _____

Submit this completed form with an original signature to the Central Services logistics manager, MS 1090, immediately upon destruction of records or when records are ready to be picked up for shredding. The retention period for this form is six years. [CT0112.001]