CHINOOK'S EDGE SCHOOL DIVISION NO. 73

4904 – 50 Street Innisfail, AB T4G 1W4 Phone (403)227-7070 Fax (403)227-3652

DESTRUCTION NOTICE

To: **Teri Faulkner**
Records Management Technician
Chinook's Edge School Division No. 73

From: _____

_____

_____

The following records are ready for destruction. If the space provided on this form is insufficient please list all materials on an inventory record form and attach it to the destruction notice. Please ensure both departmental and division records management approval is obtained **PRIOR** to any physical destruction of materials. If you have any questions, please contact the Records Management Technician at (403) 227-7087.

SUBJECT	DATE RANGE

I certify that the materials listed have met the retention guidelines as per Board Policy and are ready for destruction

X _____

Signature of person requesting destruction Print Name and Title Date

Please obtain signature of approval for destruction of the above records in the space provided below

X _____

Authorized Signature (i.e. Principal/Dept. Head) Print Name and Title Date

SHREDDING AUTHORIZED BY THE **RECORDS MANAGEMENT TECHNICIAN**

X_____

Teri Faulkner, Records Management

Destruction Date: _____