

Office of Legal Affairs and Labor Relations

To participate in the Campus-wide document destruction, you will need to complete the Certificate of Destruction. You will also need to complete the form below. A Completed the Certificate of Destruction will include all appropriate signatures.

Document Destruction Contact Information	
Department:	
Name of the individual who will be in charge of the documents:	
Phone number:	
Email Address:	
Location of documents:	

When filling out your certificate of destruction, please remember to add your current year to your calculations. So if a record has a retention of four years, you must add the current year + 4 years to equal the retention time, which will be 5 years.

Please provide the completed Certificate of Destruction to lyoung@york.cuny.edu

We will then return a copy of the Certificate of Destruction to you with our approval indicated; the original will be maintained in the Office of Legal Affairs and Labor Relations.

Records Management Certificate of Destruction

The following indicates records that your department has identified for destruction. Please forward this original form to the Office of Legal Affairs and Labor Relations, Room AC-2H05, for approval. A signed copy will be returned to you to indicate that the records may be destroyed.

Department: _____

Item # as per schedule	Record Series Title	Retention period as indicated on the schedule (+ 1 year)	Document Creation Date (month/year)	Number of Bags/Boxes

Certificate Prepared by: _____

Date: _____

Department Supervisor: _____

Date: _____

Office of Legal Affairs and Labor Relations: _____

Date: _____

Document Destruction Date: June 21, 2019