



CHINOOK'S EDGE SCHOOL DIVISION

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

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: _____ by Best Shredding