Webb County Records Management Center

"Shred Only" Form

This form must be filled out and sent along with any records going to Records Management Center for outright destruction.

Department: _____

Requesting Employee: _____

Tel. No: _____

BOX CONTENTS: Please be as specific as possible. If box includes misc copies considered trash please categorize as "Misc. Documents for Recycling Purpose" which would be consider AV: Administratively Valuable	**Retention Period**	**Administratively Valuable**	**Destroy After**

DISCLAIMER:

I_____, certify that all records within this list that are being sent for destruction have been personally revised by me and have met their retention periods in accordance to the retention schedules set forth by the Texas State Library and Archives Commission. I further certify that only the records included in this list are the ones being sent for destruction and that no additional revision is necessary by the RMC Staff.

_____

Signature & Date