

**Kawartha Pine Ridge District School Board**  
**Records Retention Procedures**  
**APPENDIX D - RECORDS DESTRUCTION FORM**

Please complete this form to document the destruction of records (includes print documents, video recordings, electronic files, etc.), in accordance with the KPRDSB Records Retention Schedule.

<b>School/Department</b>	<b>Person Completing Form</b>	<b>Phone Number/Extension</b>

**Records (Video, Paper Document or Electronic File) to be Destroyed**

Records Number and/or Name	Date Range (Month/Year)	Description	Volume (# of boxes)	Destruction Method e.g. Placed in Shred Box, Special Shred Required or Electronically Expunged

*DESTRUCTION APPROVALS* – Completed forms require the area supervisor’s approval. For large volumes of shredding, please identify *Special Shred Required* under Destruction Method. You will then be contacted to move the boxes to the Secure Shredding Space for on-site shredding.

NOTE: Public records may not be destroyed in advance of the KPRDSB required retention schedule. Records should not be kept longer than the designated retention schedule unless there are exceptional circumstances.

Supervisor's approval: \_\_\_\_\_

Destruction completed on: \_\_\_\_\_  
Date