

HIGH PRAIRIE SCHOOL DIVISION NO. 48**REQUEST FOR DESTRUCTION of RECORDS**

We certify that the following records have been retained for the scheduled retention period, required audits have been completed and no pending or ongoing litigation or investigation involving these records is known to exist. These records have been reviewed and approved for destruction.

School/Site:	Inventoried by: (Print Name and sign)
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Authorized Administrator/Department Head:	Position/Title	Signature:	Date:
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Record Series #	File/Record Title	General Description	Creation Date (YYYY-MM)	Expiry Date (YYYY-MM)	Electronic and/or Paper	Retention

The above records have been destroyed/permanently deleted in accordance with the Division's Records Retention Schedule

Page ____ of ____ (Note: Use more than one form if needed)

Records Officer (PRINT)	Signature	Date of Destruction
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