

*Example of memo required for destruction process, names and similar details are imaginary in this example. Descriptions of records must use records series titles from the Kentucky Public School District Records Retention Schedule.*

*This is to be addressed to the school principal or the central office cost center head. The administrator is the person who must sign this document.*

TO: PATTY HILL  
PRINCIPAL, DERBY CITY ELEMENTARY

FROM: JANE DOE  
SCHOOL SECRETARY

RE: APPROVAL TO DESTROY RECORDS

DATE: MAY 1, 2014

Derby City Elementary is seeking authorization to destroy the following records:

Accounts Payable, 2004-2007, 3 cubic feet  
Class Record Books, 2000-2006, 5 cubic feet  
Student Activity Fund File, 2003-2008, 2 cubic feet  
*[description continued in this fashion as needed]*

These records are eligible for destruction in accordance with the *Kentucky Public School District Model Records Retention Schedule*.

Please advise if audit or litigation affect any of these records or it is known that audit or litigation may be likely. Records sought in audit or litigation are retained until such action is resolved, past the specified retention period if necessary.

This memo approving the destruction will be permanently retained with the required destruction certificate.

Approval is given to destroy the records described in this memorandum.

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Name and Title

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Date

Memorandum must be signed by person to whom it is addressed