

Jefferson County Clerk's Office

Gizelle J. Meeks County Clerk/RMO



Records Destruction Form

Revised 04/2022

Department: _____ Prepared by: _____

<i>To be completed by Department</i>			<i>To be completed by RM</i>			
Record Title & Description	Record Date(s)	Schedule Item #	Retention # Years+1	Retention Verified	CL #	Pulled & Prepped
Total Cubic Feet:						

Department Approval: _____ Date: _____

For RM use only:

Records Management Officer: _____ Date: _____

Destroyed By Confidata on: _____ Witness: _____

Update Computer: _____ Send New List to Dept: _____