Certificate of Records Destruction

(Form RIM-01 September 2026)

This form documents the destruction and/or transfer of official records in accordance with the Georgia Records Act O.C.G.A. §§ 50-18-90 through 50-18-103.

UNIVERSITY OF WEST GEORGIA

Office of Legal Affairs

Records Information Management Program

1. Division, College, or School	**2. Department / Unit and Area**
Select	

3. Person Completing Form	**4a. Direct Campus Telephone Number**	**4b. E-mail Address**

5. Records to Be Destroyed

a) Series Number *(9 digit)*	**b) Records Series Title** *(two line limit per cell)*	**c) Retention Period**	**d) Inclusive Dates** *(mm/dd/yyyy)*		**e) Notes** *(If transferring, name unit records are being shipped to)*	**f) Disposition.** *(select from the drop down list)*
						Select
						Select
						Select

NOTE: Prior authorization from the University Records Information Manager and University Approving Official is required before the destruction of official university records. No vendor certificates or other attachments (such as lists of files destroyed) are required.

Approvals

Sign and type your name below on the corresponding line.

By signing below, we certify these official records have met their minimum retention period by law, any audits are completed, and no pending or ongoing litigation or investigation involving these records is known to exist.

6. University Records Information Manager	**Signature:**	**Print Name:** Tara Pearson (tpearson@westga.edu)		
7. Approving Official ***(unit head/chairperson)***	**Signature:**	**Print Name:**		
8. Records Destruction Affirmed By	**Signature:**		**Date of Destruction**	
	Print Name:			
I hereby certify that the aforementioned records were destroyed in compliance with the Records and Information Management Policy and the approved Records Retention Schedules on				

Submit the Complete Form

Route the completed form to the University RMO for recordkeeping. When using DocuSign, include the RMO as the final routing step to receive a copy. If routing by email, send the completed form to records@westga.edu.