

## **The Destruction Process in Three Easy Steps**

1. List records to be destroyed using the form “Destruction of Obsolete Records Inventory”.
2. Complete the form “Request for Authority to Destroy “attach to the inventory and send to the City Clerk for approval. The City Clerk will send to City Attorney for approval.
3. When the “Destruction Certificate” is complete, the records may be destroyed.

Please contact the Office of the City Clerk for further assistance.