

**U.S. DEPARTMENT OF ENERGY  
OHIO FIELD OFFICE  
RECORDS DESTRUCTION CERTIFICATE**  
*Please complete a separate form for each records series eligible for destruction*

<b>FROM:</b> Enter the Project Office and organization (office/section) name and the Records Custodian name	<b>TO:</b> Enter the Project Office and organization (office/section) name and the Records Coordinator name

The records identified below have reached their retention period and are eligible for destruction. Your signature certifies that these records no longer possess sufficient administrative, legal, historical, or fiscal value to warrant further retention and can be destroyed. If the records can not be destroyed due to special circumstances (e.g., litigation, claims, DOE destruction moratoria), and a temporary extension of the retention period is required, please provide the reason for the temporary extension of the retention period to include a future review date (up to one year is permitted) in the space provided below.  
*Authority: 36 CFR §1228.54 and §1228.58.*

<b>BOX NO. or FILE CODE</b> <small>Enter the internal box number or file code.</small>	<b>DESCRIPTION</b> <small>Enter the applicable DOE Records Schedule series description, a description of the physical type (if other than paper) and informational content of the records included in the series. If more space is needed, continue on the reverse side of this form.</small>	<b>INCLUSIVE DATES</b> <small>Enter the period covered by the records.</small>		<b>VOLUME (cu. ft.)</b> <small>Enter the amount destroyed in cubic feet.</small>	<b>DISPOSITION AUTHORITY</b> <small>Enter the applicable DOE Records Schedule and item number.</small>	<b>RETENTION PERIOD</b> <small>Enter the disposition instructions as shown in the applicable DOE Records Schedule disposition authority.</small>
		From	To			

- Approved \_\_\_\_\_  
Records Coordinator \_\_\_\_\_ Date \_\_\_\_\_
  
- Approved \_\_\_\_\_  
Project Director or Functional Manager \_\_\_\_\_ Date \_\_\_\_\_
  
- Approved \_\_\_\_\_  
DOE-OH Chief Counsel \_\_\_\_\_ Date \_\_\_\_\_

<p><b>Reason for temporary extension of the retention period:</b></p>          <p align="right">Signature _____ Date _____</p>
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<p align="center"><b>Destruction Certification</b></p> <p>I hereby certify the above records have been destroyed:</p> <p>Method of destruction: _____</p> <p>Date records destroyed: _____</p> <p>Signature: _____</p>
<p><b>Records Coordinator/Custodian use only</b></p> <p><input type="checkbox"/> Records removed from RIDS (destruction only)</p> <p><input type="checkbox"/> SF135 annotated to show the records have been destroyed or retention extended.</p>

**U.S. DEPARTMENT OF ENERGY**  
**OHIO FIELD OFFICE**  
**Records Destruction Certificate**  
*Reverse Side*

**Description Continued.**