



INDIANA UNIVERSITY

CERTIFICATE OF DESTRUCTION

The information described below was destroyed in the normal course of business pursuant to Indiana University's retention schedule and destruction policy and procedures.

Date of Destruction:

Authorized By:

Description of the Information Destroyed/Disposed of:

Dates Covered:

METHOD OF DESTRUCTION:

- Burning
- Pulping
- Overwriting
- Pulverizing
- Shredding
- Reformatting
- Other: _____

Records Destroyed By:

Witnessed By:

Unit/Department Manager:

**If protected health information (PHI) records are destroyed by a vendor, the unit must confirm that a contract and business associate agreement exists.*

Retain certificate of destruction permanently.