

DESTRUCTION CERTIFICATION FORM

This form is to be sent to the Division of State Court Administration 30 south Meridian Street, Suite 500 at the end of microfilming a records series but before destruction of records occurs.

The following court records have been microfilmed in accordance with microfilming standards of Administrative Rule 6 pursuant to the appropriate retention schedule found in Administrative Rule 7: [Cite the dates of records being filmed and provide the appropriate retention schedule.]

Use one form per record series

These original records appear on microfilm reels: _____

I certify that each of the seven elements have been met and are part of the appropriate documentation file:

- 1) The records listed above have been approved for microfilming by the appropriate court.
- 2) The Clerk maintains a permanent General Documentation file on these records as required under Administrative Rule 6 (C) (1)
- 3) The Clerk maintains a permanent Specific Documentation file as required under Administrative Rule 6 (C) (1), in which the following steps have been approved, documented and audited for compliance:
 - (a) a specific weeding policy was implemented for these records;
 - (b) the microfilm has been verified against the originals, in a frame-by frame inspection;
 - (c) The records were microfilmed after the time frame established in Administrative Rule 7;
 - (d) All written exceptions authorizing the microfilm are on file.
 - (e) The microform meets the legibility requirements of Administrative Rule 6 (C) (2) (a), regarding resolution and (b) density and that test results are a part of the Specific Documentation file.
- 4) Required documentation and quality control targets, with original signature on each form have been used and are a part of the documentation file.
- 5) The original camera negative will not be used as a reference copy.
- 6) The original camera negative is stored in an environment specified in Administrative Rule 6 (C) (3).
- 7) The appropriate, authorized person has audited each of the above procedures and finds that the microfilm production is in compliance with each and every requirement of Administrative Rule 6.

[Seal]

Clerk of the _____ Circuit Court

date