Located on Retention Schedule Signature Page. **Reminder:** Schedules may be updated multiple times per year. Please make sure to use the most current version.

Series Number from applicable retention schedule. Each agency can use General Schedule and/or Agency Specific Schedule. **Note:** All Local Agencies have Series Numbers that begin with “L”

Enter title of the records from appropriate Records Retention Schedule. **Reminder:** You can also include alternate or specific titles of records in this section for your needs and future reference.

*Multiple Series and Titles can be recorded on one Destruction Certificate.*

*Submit completed Destruction Certificates to KDLA. Destruction Certificates can be submitted by mail or email. Contact your Regional Administrator with any questions.*

**Note:** All Local Agencies have Series Numbers that begin with “L”

- Enter title of the records from applicable Records Retention Schedule. **Reminder:** You can also include alternate or specific titles of records in this section for your needs and future reference.

- **Reminder:** Schedules may be updated multiple times per year. Please make sure to use the most current version.

- **Note:** All Local Agencies have Series Numbers that begin with “L”

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