

Created by	Program Digidoc / Mirjam Brouwer and Marcel Prot
Version	21062017
Related to	Procedure for the destruction of paper archive material.
Intended for	Head of DMA
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Declaration of the destruction of paper records *[name business process(es)]*

In order to implement the policy for managing the records of the VU, I declare that the records mentioned on the attached list,

- a) *were eligible for destruction*, according to the record retention schedules of the VU for the records of the *[name core function / supporting function / controlling function]*;
- b) were destroyed with the consent of the owner of the business process for which these records were received, created and used;
- c) have been destroyed after my order.

The destruction was carried out by *[Company name]*, which executed the destruction on *[date of destruction]*.

Amsterdam, *[date]*

Head of Institutional Affairs/DMA, *[name]*

Appendix to this statement:

- Checked list of destructible paper records.
