

Document Shredding

What is Certificate Of Destruction?

The "certificate of destruction", as it is commonly referred, is an important legal record of compliance with a retention schedule. This certificate should be kept in your files for proof of compliance. It does not, however, effectively transfer the responsibility to maintain the confidentiality of the materials to the contractor.

We can issue a **Notarized Certificate of Destruction** upon job completion. The certificate will include date and method of destruction, description of the disposed records, dates covered, statement that records were destroyed as part of the normal course of business, and Massachusetts Notary signature of individuals supervising and witnessing the destruction.

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