



**Indiana Supreme Court  
Division of State Court Administration  
DESTRUCTION CERTIFICATION FORM-MICROFILM**

**Send this form to the Division of State Court Administration, 30 S. Meridian St., Suite 500, Indianapolis, IN 46204, 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 (D) (1).
- 3) The Clerk maintains a permanent Specific Documentation file as required under Administrative Rule 6 (D) (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 (D) (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 (D) (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]

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Clerk of the \_\_\_\_\_ Circuit Court

\_\_\_\_\_

date