[Your Name/Department]
[Organization Name]
[Date]

[Name of Records Custodian]
[Title]
[Department/Storage Facility Name]
[Address]

RE: Formal Instruction for the Destruction of Expired Legal Records

Dear [Name of Records Custodian],

This letter serves as a formal authorization and instruction to proceed with the secure destruction of the legal records identified in the attached schedule. These records have reached the end of their mandatory retention period as defined by our organization's data retention policy and applicable laws.

Identification of Records:
The records designated for destruction include: [Briefly describe records, e.g., Closed Litigation Files 2010-2015, Expired Contracts, or Box Numbers].

Destruction Requirements:
Please ensure that these records are destroyed using a secure method (such as cross-cut shredding or incineration) that renders all information unreadable and indecipherable. If these records are in electronic format, they must be permanently deleted from all servers and backup media.

Legal Hold Confirmation:
By signing this instruction, I confirm that none of the records listed are currently subject to any active legal hold, subpoena, or pending investigation.

Certification of Destruction:
Upon completion of the destruction process, please provide a formal Certificate of Destruction to my office. This certificate should include the date of destruction, the method used, and a summary of the records destroyed.

Please contact me if you have any questions regarding these instructions.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]