



For Printed but Not Issued License Documents
Retention Requirement: Minimum of 3 years

Destruction Event Details

[illegible]

Date of Destruction	Time of Destruction	Reason for Non-Issuance	Document Type	Quantity Destroyed	Destruction Method	Staff Member Performing Destruction

Certification of Destruction

I certify that all Printed but Not Issued License Documents listed above were destroyed **within one (1) business day**, onsite, using a **secure and irreversible method**, in compliance with WDFW requirements. I understand that these records must be retained for **three (3) years** and may be audited at any time. I also acknowledge that **printed but not issued License Documents may not be mailed back to WDFW or stored for future use.**

Staff Signature:

Date:

Supervisor Signature:

Date:
