

STATE OF NEW MEXICO MAGISTRATE COURT

1000 XYZ STREET • NEW MEXICO 88000
(505) 555-1234 FAX (505) 555-5678

Current Date

Administrative Office of the Courts
Fiscal Services Division
237 Don Gaspar, Room 25
Santa Fe, New Mexico 87501

RE: Notice of Destruction

The attached listing of records authorized by the Administrative Office of the Courts on _____
_____ were physically destroyed on _____.

The method of witnessed destruction was:

- _____ Destruction by _____, a state contractor
- _____ Witnessed Incineration Witnessed Dump Site Burial
- _____ Witnessed Shredding
- _____ Recycling through Bonded Recycler
- _____ Other Witnessed: _____

Presiding Judge/Chief Clerk: _____ Date: _____

Witnessed By: _____ Date: _____