FACSIMILE SIGNATURE (SIGNATURE PLATE OR RUBBER STAMP) DESTRUCTION **8001.4**
(Revised 7/79)

Agencies shall destroy the facsimile signature plate upon the departure of the particular authorized officer. Two persons, exclusive of the individual whose signature is involved, shall witness and sign an acknowledgment of the destruction. One copy shall be given to the departing officer and one shall be retained and filed by the agency.

Agencies shall use any convenient method of destruction. Suggested methods for signature plate destruction are to saw in half or hammer or file imprint down. For rubber stamps, the imprint should be removed from the stamp and cut with scissors.