|  |  |  |  |
| --- | --- | --- | --- |
| Date: |  | Ref: |  |
| Department: |  | Requested by: |  |

| No | Description of Records | Document Date | Retention Period |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
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**CAUTION:** A record may not be destroyed if any litigation, claim, negotiation, audit, freedom of Information request, administrative review, or other action involving the record is initiated before the expiration of the retention period. The record must be retained until completion of the action and the resolution of all issues that arise from it, or until the expiration of the retention period, whichever is later.

|  |  |
| --- | --- |
| Required Approval | Departmental Disposal |
| Senior Records Administrator: | Date: | Date of Records Disposal:  |
| Department Head (Optional): | Date: | Disposal Method:Shredding \_\_\_\_Discard \_\_\_\_Outside Vendor \_\_\_\_ |
| Date: | Disposal Witness: |

Request for Department Disposal

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby certify that these OFFICIAL RECORD COPIES were past the retention period as specified in disposal schedule and all audits and administrative requirements had been satisfied.

 I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_hereby certify that no HOLD had been placed on these OFFICIAL RECORDS due to any litigation, claim, negotiation, audit, or open record requests and all administrative requirements had been satisfied.