

## Application for Approval for Disposal of Records

Name of School or Dept:	
Prepared by:	
Page # ____ of ____	
Total number of boxes	

Example:

Box # <u>1</u> of <u>3</u> .	
Contents in Box	<i>Bank Statements</i>
Years	<i>2004-2006</i>

Box # ____ of ____	
Contents in Box	
Years	

Box # ____ of ____	
Contents in Box	
Years	

Box # ____ of ____	
Contents in Box	
Years	

Box # ____ of ____	
Contents in Box	
Years	

Box # ____ of ____	
Contents in Box	
Years	

Box # ____ of ____	
Contents in Box	
Years	