

RECORD DESTRUCTION LIST

For Record Copies ☐ or  
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(Check One)

☐ **CONFIDENTIAL**  
☐ **OR SENSITIVE**  
(Check One)

Department: \_\_\_\_\_

Date \_\_\_\_\_

RECORD NUMBER(S)	BOX NUMBER	RECORD TITLE(S)	INCLUSIVE DATES	QUANTITY (IN CUBIC FEET)

FOR RECORDS MANAGEMENT USE ONLY:

DATE DESTROYED:

Department Head Approval: \_\_\_\_\_  
Records Management Approval: \_\_\_\_\_  
Legal Approval: \_\_\_\_\_  
Finance Approval: \_\_\_\_\_