Rev. 05/2023

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

INTERNAL

To: Agency Records Retention Officer Submitted By: Date:

The records listed below have ceased to have any value to warrant further retention. All legal requirements for retention have been complied with. Permission is requested to dispose of these records in a proper manner.

Item or Box Number	Description (Include Record Series Title and Dates)

☐ Additional sheets attached

This request has been reviewed and I concur that it is in order for these records to be destroyed.

OTS Section Head / Record Owner | Signature

Chief Information Officer | Signature

Date

Date