

**Dougherty County School System
Supply Services Department**

NOTICE OF RECORDS ELIGIBLE FOR DESTRUCTION FORM

TO:

FROM:

DATE:

SUBJECT: Notice of Records Eligible for Destruction

The following records, currently stored in the Records Center, are eligible for destruction under the approved retention schedules established for them. If there is some reason any of these should not be destroyed at this time, please draw one line through the applicable records and attach a memo indicating the circumstances which warrant their retention.

If there are no requirements for retaining the records further, please complete the Principal/Department Head Approval of Destruction area and return a copy of the form to Supply Services, Records Management

Retention Schedule #	Record Center Location	Record Series Title & Dates Included	Approved Disposal Date
I authorize the destruction of the records listed above. A memo is attached explaining any exceptions.			
Printed Name of Principal/Department Head:		Signature/Date:	
I hereby certify that the records listed above were destroyed as indicated.			
Method, Place and Date of Destruction		Signature/Date:	