**Destruction Record Form**

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| **Doc. No./Doc Title *No. Dokumen/Judul Dokumen*** | **Paper *Kertas*** | **Electronic Elektronik** | **Retention & Disposition *Penyimpanan & Pemusnahan*** | **Data Destroyed**  (Once Approved) ***Data Dihancurkan*** *(Setelah Disetujui)* | **Remarks (Approved/Rejected) *Catatan (Diterima/Ditolak)*** |
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**Issued by**{Issued Name}

**Approved by**{Approved Name}