**Records Destruction Approval form**

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| **REQUESTER** | | | |
| **Department** | **Employee Name** | **Telephone/E-mail:** | **Date:** |

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| **APPROVALS** | | | |
| **Approved by: (name)** | **Position** | **Signature:** | **Date:** |
| **Approved by: (name)** | **Position** | **Signature:** | **Date:** |

| **RECORDS LISTING/DESCRIPTIONS** | | | | | | | | |
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| **Item No.** | **Department** | **Retention Period** | **Records File Name** | **Date Range (Years)** | | **Destruction Record Type ( Electronic/Non-Electronic)** | **No. of Files** | **Method** |
| **From** | **To** |
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| **DESTRUCTIONS COMPLETED BY** | | | |
| **Name:** | **Position** | **Method Used** | **Date:** |

A copy of this COF312 Record of Destruction to be scan and save as PDF after destructions completed.