
RECORDS RETENTION ARCHIVAL
(BD-2036, APPENDIX 5.3)
Affix to Facing Side of File Box

RETENTION PERIOD: (✓ One)

Permanent Store for ____ yrs. Destroy: _____ (date)

Record Owner (Department): _____

Name of Submitter: _____

Date of Archival: _____

Type of Record(s): _____

Date Range of Record(s): _____ to _____

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