**RECORDS DESTRUCTION LOG**

(Sample form)

**AGENCY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| **Destruction Date** | **Record Series Title/Description**  | **Dates Included**  | **Volume** | **Legal Authority (General Schedule or Series Number)** | **Authorized Signature** |
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