**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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