BOX _____ of _____

RECORDS DISPOSITION LOG

DEPARTMENT: _____ DATE: _____

RECORDS LIAISON: _____ RMO/CITY SECRETARY: _____

SIGNATURE: _____ SIGNATURE: _____

RECORD READY FOR DESTRUCTION Example- Calendars/Appointment Book	INCLUSIVE DATE OF RECORDS 04/2015-04/2016	RETENTION SCHEDULE SERIES GR1000-45 CE+1year

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