

CANUTILLO ISD WAREHOUSE DEPARTMENT AUTHORITY TO DESTROY STORED RECORDS

The below listed records received from your department/campus have been in storage in the Canutillo ISD Warehouse					
and are so	cheduled for destruction. Please sign below	and retur	n this fo	rm to the warehouse dep	artment.
CERTIFICA ⁻	TIONS: (Check Appropriate Block). I hereby certify that the records listed below are no longer of any of department and that the required time of retention has been surplied.		ıtillo Indeper	ndent School District or this	
() Departmei	I hereby authorize the Canutillo ISD Warehouse department to dent/Campus	estroy the below	listed docun	nents.	_
Departmei	nt Head Name and Title				_
Signature			Date		=
	cord Number assigned by Resource Service Coord				
RECORD NUMBER	RECORDS SERIES DESCRIPTON DA			RECORD RETENTION CODE	RETENTION PERIOD
			1		1
()	The destruction of the records listed above is approved.			RECORDS MANAGEMENT OFFICER Signature	
()	The destruction of records listed above is approved subject to the conditions in the attached letter.				
()	The destruction of the records listed above is NOT APPROVED	NOT APPROVED			
	for reasons stated in the attached letter.		Date:		
()	The destruction of the records listed above has been completed.		Signature Title Date	WAREHOUSE DEPARTMENT USE ONLY	
			1		