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| REQUEST FOR REVISION OF RECORDS RETENTION SCHEDULE |



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| To: | Office of the General Counsel |
| From: |  |
| Department or Division: |  |
| Date: |  |

I would like propose a change or addition to the Records Retention Schedule, as follows:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Item No. | Record Series Title | Record Series Description | Vital | Retention | Office of Record |
| Active Office | Inactive Storage | Total |
|  |  |  |  |  |  |  |  |

(It may not be necessary to fill out each box.)

\_\_\_ Change

\_\_\_ New record category

The reason for this change or addition is: