

Records Management Destruction Report

Please refer to the SUNY Schedule ~~or~~ General Schedule to complete this form. Instructions appear below.

Creation Date of

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Method of Destruction :

Will you:

Date of Destruction :

Shred paper records yourself, in your department/unit

OR

Utilize locked b 4241(t)80ilize Number of bins:

Electronic:

Quantity of KB, MB, GB:

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