

To complete this form electronically,
it must be opened in *Adobe Reader!*

To comply with RCW 40.14.060, WAC 434-610-070, and WAC 434-640-101, 020, and 030, it is vital that public records be destroyed according to their approved retention periods. Therefore, the purpose of this form is to verify compliance and reasonable accountability proving specific public records have clearly met approved retention periods for disposal. Please fill out this form for public record disposal in-house with an approved retention period greater than 1 year. **THE RETENTION PERIOD FOR THIS FORM IS SIX YEARS (GS 11005).**

Date	Division/Section	Records Officer
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Set No.	Records series title and description	Records series DAN	Inclusive dates	Retention period	Date destroying

Comments:

All public records listed have been identified to be at the end of their designated retention period, have no need to be retained for audits, lawsuits, public records requests, or program requirements and shall be destroyed.

The individual who is responsible for destroying the listed records must sign below prior to the Records Officer signature approval.

****Original signature required! Please print and sign.****
(This notation will not print.)

Employee Signature _____ Date _____

Employee Name (Please print clearly) _____

The Senior Records Officer must sign the approval of this request prior to the destruction of the listed records:

****Original signature required! Please print and sign.****
(This notation will not print.)

Senior Records Officer Signature _____ Date _____