



SCHOOL DISTRICT 36 (SURREY) RECORD DESTRUCTION NOTICE

DESTRUCTION

RETURN

Date: _____

Forma: Paper Microform Electronic/Magnetic

TO:

Dear Sir or Madam:

In accordance with School District Retention Schedules, the records listed below OR on the attached Record Transfer List(s) and stored at BC Records Management Services, will become eligible for destruction on: _____

Please verify that these records should be destroyed by returning a signed copy of this form within 10 (ten) days of the date of this correspondence.

Dear Records Management Services:

Do not destroy the following records for the following reason(s). The new destruction date is _____.

Reason: _____

Signature of Authorized Department/School Head

Title

Date: _____

Please return this signed form to Records Management Services (Courier #370)

If we do not hear from you within 10 (ten) days, the above noted records/box(es)/microfilm will automatically be destroyed.