

Element 6 – Disposal Arrangements

Appendix 13

Disposal/Destruction of Records Authorisation Form

The following records are due for destruction/archiving under the Moray Council Record Retention and Disposal Schedule (see intranet/Reference)

Description of Records	Period	Date retention period ends
e.g. Correspondence files, 1999 - 2002 (file closed)	Closure + 2	2004
e.g. Diaries, 2004	Current year + 2	2007

I hereby authorise the destruction/transfer to semi-current storage/archiving* of the paper records, as detailed above:

Name

Designation

Signed

Date

* please delete

I confirm that the above paper records were

- ☐ transferred to Records Manager for the archives
- ☐ transferred to semi permanent storage area
- ☐ destroyed

on (DATE)

Signed

Designation