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| **RECORDS DESTRUCTION DOCUMENT (RM88)** | NO.      PAGE       OF       PAGES |
| 1. **AGENCY NAME AND DIVISION/PROGRAM:**      | 2. **AGENCY CONTACT:** NAME:       PHONE #:       EMAIL:       |
| 3. **NOTICE OF INTENTION:** The schedule records listed in Item 5 are to be disposed of in the manner checked below (specify only one).[ ]  Delete [ ]  Incinerate [ ]  Shred as Classified [ ]  Toss without Restriction [ ]  Other: Explain       |
| 4. **SUBMITTED BY:** I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements or **Offer to the State Historical Society Archives** has been fully justified, and that further retention is not required for any litigation pending or imminent. *Documentation attached from Historical Society*.SIGNATURE:      NAME AND TITLE:      DATE:       |
| **5. LIST OF RECORD SERIES****NOTE: Attach any inventories or Excel spreadsheets to this form to help validate records destroyed.** |
| a.Retention Schedule Number | b. Item number listed on Retention Schedule | c.Record Series Title | d.Retention in months/years | e.Inclusive Dates | f.Volume in Cubic Feet | g.Disposition Action and Date completed after Authorization |
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| 6. **DISPOSAL AUTHORIZATION**: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.Custodian/Records ManagerName:       Date:      Signature:       | **7. DISPOSAL CERTIFICATE:** The above listed records have been disposed of in the manner and on the date shown in column g.Name and Title:      Signature:       |