

RECORDS DESTRUCTION LOG

Department/Office: _____

Date: _____

The below listed records were destroyed by the office or department of creation in accord with either the authorized **Records Retention & Disposition Schedule** for that office or department, or the **UNC System General Records Retention & Disposition Schedule**. A copy of this destruction log is to be sent to the University Records Center in D.D. Dougherty Hall by December 31 of each calendar year.

Records Series Title as Listed in Records Retention and Disposition Schedule	Schedule Item Number*	Date(s) of Records	Volume in Cubic Ft

Signature of Office Representative

Date

* all UNC System General Schedule items are identified by the "GU" prefix.

