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| Prepared by: |  | Date: |  |
| Unit Manager Signature: |  | Date: |  |
| Legal Counsel Signature: |  | Date: |  |
| County Auditor - RMO Signature: |  | Date: |  |

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| Information from the Records Retention Schedule  Matches corresponding series on schedules adopted by the government or internal amendments, if applicable. Add a description if title does not convey the nature and purpose of the record. | | | Inclusive Dates  Starting and ending dates of the records to be destroyed under each records series. (MM/YY) | | Method and Quantity  R/Recycle (open records only); S/Shred; D/Delete; A/Archives  Appx. volume of records: ft., in., # of boxes, GB, etc. | | Approval Date and Initial  The date of actual disposition and approval of each series. | | See Att |
| Record Number | **Record Series Title** | **Retention Period** | **Start** | **End** | **Action** | **Quantity** | **Date** | **Initial** | **X** |
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