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			()	-	Ext.						
3. NOTICE OF INTENTION: The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one).											
SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.											
Sig	nature	Name and	d Title		 Date						
		5. LIST OF	RECORD SERI	ES							
a. Schedule No.	b. Item No.	c. Title	d. Retentio	n	e. Inclusive Dates	f. Volume In Cubic Feet	g. Disposition Action and Date Completed After Authorization				

DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g. DISPOSAL OF TIPLE TO BE ADD TO											
			Signature Date								
Custodiar	n/Records I	Management Liaison Officer Date	Name and Title								
			Witness								

TECH & INFO SERVICES						NO. 1					
RECORDS DISPOSITION DOCUMENT						DAGE 1 OF	I DACES				
8. AGENCY NAME and ADDRESS				PAGE 1 OF 1 PAGES 9. AGENCY CONTACT (Name and Telephone Number)							
				Jane Doe							
My So		(85	0) 488	_	1234	Ext. 0					
123 ABC Tallahassee, FL 33333					,						
	40. NOTICE OF INTENTION. The schoduled records listed in them 5 are to be disposed of in the account of the latest form of the latest form.										
 10. NOTICE OF INTENTION: The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one). ☑ a. Destruction ☐ b. Microfilming and Destruction ☐ c. Other 											
11. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.											
S	ignature		Name and	l Title					Date		
			12. LIST OF	RECC	ORD SERII	ES					
a. b. Schedule Item No. No.			c. Title	d. Retention		1	e. Inclusive Dates		f. Volume In Cubic Feet	g. Disposition <u>Action and Date</u> Completed After Authorization	
GS1-I	18		LEAVE REPORTS		4 YRS		5/1/1992		1.5		
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 13. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated. 14. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g. 											
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