

INCORPORATED VILLAGE OF FREEPORT
RECORDS DESTRUCTION AUTHORIZATION

Department _____

In accordance with the current LGS-01 Retention Schedule, the records listed below can be scheduled for destruction. Enter INV/CONT (Inventory/Control) number only when applicable. Show approximate amount of records destroyed in cubic feet.

Description of Record	Item #	Dates covered	Dispose after	INV/CONT #	Amount of records destroyed

Submitted by _____
 Dept. Head/Designee

Approved by _____ Date _____
 Village Clerk

I hereby certify that I have on _____ destroyed the above listed records.

Employee _____
 Signature _____ Print Name _____

Witness _____
 Signature _____ Print Name _____