REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO
Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC  27699-4615

FROM
University Archivist/Records Officer

University

Phone number (xxx-xxx-xxxx)

Office Requesting Disposal

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

<table>
<thead>
<tr>
<th>RECORDS TITLE</th>
<th>DESCRIPTION</th>
<th>INCLUSIVE DATES</th>
<th>QUANTITY</th>
<th>MICROFILMED? (YES OR NO)</th>
<th>RETENTION PERIOD</th>
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Requested by:  
Signature  
Title  
Date

Approved by:  
Signature  
Title (University Archivist/Records Officer)  
Date

Concurred by:  
Signature  
Assistant Records Administrator  
N.C. Division of Historical Resources  
Date