

**North Carolina Department of Cultural Resources  
Division of Historical Resources  
Government Records Branch**

**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.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: \_\_\_\_\_  
Signature Title Date

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

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

**ARCHIVES AND RECORDS SECTION — GOVERNMENT RECORDS BRANCH**

<http://www.ah.dcr.state.nc.us/records/>  
 MAILING ADDRESS: 4615 Mail Service Center Raleigh, N.C. 27699-4615  
 Telephone (919) 807-7350  
 Facsimile (919) 715-3627  
 State Courier 51-81-20  
 LOCATION: 215 N. Blount Street Raleigh, N.C. 27601-2823