**Davidson College**

**Records Management**

**Notice of Records Disposal**

In accordance with the College’s current Records Retention Schedules, the record groups and series listed below have passed the prescribed retention date and are scheduled for destruction.

If you concur with this action, please sign and date this notice and return it to me by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If any of these records need to be retained, please mark the attached notice with a new disposal date and return it to me by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I hereby certify that I have reviewed the above list of records and have authorized their destruction. To the best of my knowledge, these records are not subject to further examination or pending litigation or audit. Notice of destruction received and agreed to

Name and Title

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date