

RECORDS DESTRUCTION AUTHORIZATION

WAYNE COUNTY RECORDS CENTER

7376 Route 31

Lyons, NY 14489

Phone (315) 946-7288 Fax7288

Page ____ of ____

Dept # _____

Department Name _____

Date _____

In accordance with current retention schedules, the records listed below can be scheduled for destruction.

Box #	Description of Record Series/Title	Bin #	Confidential (Yes or No)
1.			
2.			
3.			
4.			
5.			

DEPARTMENT AUTHORIZATION

I approve incineration of the above listed recor(s)

Department Head/Designee

Date

Wayne County RMO/Advisory Board

Date

RECORDS CENTER DESTRUCTION

I certify that the above listed records have been destroyed as instructed.

WCRC Signature

Date

Witness

Date

White Copy
WCRC

Yellow Copy
Signature Copy

Pink Copy
Remains with record