

RECORDS RETENTION SCHEDULE/DISPOSITION REQUEST

TO: COMMISSIONER, DEPARTMENT OF RECORDS AND INFORMATION SERVICES
AND THE CORPORATION COUNSEL OF THE CITY OF NEW YORK

FROM:

SUBJECT: RECORDS RETENTION/DISPOSITION

REQUESTING AGENCY'S FISA NO.: DATE PREPARED:

NEW SCHEDULE # _____

ONE TIME DISPOSAL

ANNUAL DISPOSAL:
SEE SCHEDULE # _____

RECORDS OFFICER'S NAME

TITLE:

OFFICE TELEPHONE:

ADDRESS:

PERMISSION IS HEREBY REQUESTED TO PERFORM THE ABOVE INDICATED ACTION. WE UNDERSTAND THAT IT IS THE RESPONSIBILITY OF OUR AGENCY TO ENSURE THAT NO RECORDS MAY BE DESTROYED IF THEY ARE NECESSARY FOR THE PURPOSE OF AUDIT OR LITIGATION.

SIGNATURE OF AGENCY REPRESENTATIVE:

TITLE:

PRINTED NAME OF AGENCY REPRESENTATIVE:

DATE:

OFFICE TELEPHONE:

ATTACHMENT(S):

YES - NUMBER OF SHEETS: _____

NO ATTACHMENT(S)

FOR AGENCY USE ONLY - DO NOT WRITE BELOW THIS LINE

CITY OF NEW YORK DEPARTMENT OF RECORDS AND INFORMATION SERVICE WILL COMPLETE THIS AREA:

ALL RECORDS ARE PROPERLY SCHEDULED AND ELIGIBLE FOR THE INDICATED ACTION. CHANGES TO THE SCHEDULE ARE ATTACHED.

SIGNATURE OF AGENCY REPRESENTATIVE:

TITLE:

COMMISSIONER

PRINTED NAME OF AGENCY REPRESENTATIVE:

DATE:

OFFICE TELEPHONE:

BRIAN G. ANDERSSON

(212) 788-8607

FOR CORPORATION COUNSEL USE ONLY - DO NOT WRITE BELOW THIS LINE

CITY OF NEW YORK LAW DEPARTMENT WILL COMPLETE THIS AREA:

NONE OF THE ACTIONS CITED VIOLATE ANY LAW OR RULE. ANY RECORDS ELIGIBLE FOR DISPOSAL WHICH MUST BE HELD FOR THE PURPOSE OF LITIGATION ARE LISTED ON THE REVERSE SIDE.

SIGNATURE:

TITLE:

CITY'S MANAGING ATTORNEY

PRINTED NAME:

DATE:

OFFICE TELEPHONE:

G. FOSTER MILLS

(212) 788-0300

