



Memorandum

GRAPHIC COMMUNICATIONS SERVICES

AUTHORIZATION FOR RECORDS DESTRUCTION

Department: _____

List all items you wish to have destroyed. If this material is confidential and requires shredding, indicate with an asterisk(*).

Transfer List Nos.	SRC Nos.

I authorize Graphic Communications Services Department to destroy the above listed items.

Comments:

Name _____ Title: _____

(Signature) _____ (Date) _____