

Authorization to Destroy Obsolete Records

In accordance with the Monterey Records Retention/Disposition Schedule, and upon consent of the Department Head and approval of the City Attorney, the records listed below will be properly destroyed.

RECORD SERIES			AUDIT YEAR	DATE OF RECORDS	
No.	UFFS#	Title		From	To
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					
21.					
22.					
Dept.:			Date:	Prepared by:	

Approval to destroy the above-listed records.

Department Head: _____ Date: _____

City Attorney: _____ Date: _____

Destruction Completed by:

Signature: _____ Title: _____ Date: _____