

RECORDS DISPOSITION REQUEST

TO: COMMISSIONER, DEPARTMENT OF RECORDS AND INFORMATION SERVICES AND THE CORPORATION COUNSEL OF THE CITY OF NEW YORK		
FROM:		
SUBJECT: RECORDS DISPOSITION <input type="checkbox"/> ONE TIME DISPOSAL <input type="checkbox"/> ANNUAL DISPOSAL:	REQUESTING AGENCY'S FISA NO.:	DATE PREPARED:
	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: BRIAN G. ANDERSSON	DATE:	OFFICE TELEPHONE: (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: G. FOSTER MILLS	DATE:	OFFICE TELEPHONE: (212) 788-0300

City of New York
 Department of Records and Information Services

APPLICATION FOR RECORDS DISPOSAL

TO: Commissioner, Department of Records and Information Services		PAGE	OF	PAGES	
FROM:		DATE			
<p>In our opinion, the records described on this form are no longer required for the current operation of this agency and are of no further administrative, legal or fiscal value to our agency or to the public.</p>					
RECORD TITLE NUMBER	RECORD TITLE	INCLUSIVE DATES		VOLUME	REMARKS
		FROM	TO		
AGENCY HEAD SIGNATURE		TITLE			DATE
DORIS COMMISSIONER SIGNATURE		TITLE			DATE
LAW DEPARTMENT SIGNATURE		TITLE			DATE
APPROVALS					