

Kawartha Pine Ridge District School Board

Records Retention Procedures

APPENDIX D - RECORDS DESTRUCTION FORM

Please complete this form to document the destruction of records (includes print documents, video recordings, electronic files, etc.), in accordance with the KPRDSB Records Retention Schedule.

| | | |
|-------------------|------------------------|-------------------------|
| School/Department | Person Completing Form | Phone Number /Extension |
| | | |

Records (Video, Paper Document or Electronic File) to be Destroyed

| Records Number and/or Name | Date Range (Month /Year) | Description | Volume (# of) |
|----------------------------|--------------------------|-------------|----------------|
|----------------------------|--------------------------|-------------|----------------|