

Records Destruction Notice CS-RM-FRM-04

This area for Records Management		
Picked Up By:		
Date:		
.		
Log Number:		

Date:		
Department Name	Manager Name	
Division	Contact Name	
Department Address	Contact email	
Suite / Floor	Contact Phone	

If you have any questions filling out this form - please contact Records Compliance Officer- 214-653-6628

Pursuant to provisions of TEX REV.CIV.STAT. ANN. Arts. 1899a, or 1941a, pr 5442c, or 6574b

Required:

- Records shall be boxed (lid required). Boxes without lids or secured lids will not be picked up.
- Boxes shall be at one location for pickup
 Boxes shall be clearly marked as "Destruction" or by placing a red X on the box.

Retention	Record Description	Years	Total Boxes

Department Head / Elected Official

Records Management Officer

When you are complete with form, Click above button to email to Records Management Officer rnulisch@dallascounty.org