



Records Management Certificate of Destruction

The following indicates records that your department is legally purging in compliance with the State Archives program of the New York State Education Department pursuant to Section 57.25 of the Arts and Cultural Affairs Law and Part 185, Title 8 of the Official Compilation of Codes, Rules and Regulations of the State of New York. Please forward this original certificate to the College Records Management Coordinator.

Scheduled Item Number	Record Series Title	Retention As Indicated On the Schedule	Document Creation Date	ID & Box Number(s)

Department:	Room #	Phone #
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Individual Prepared By:		Date:
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Department Liaison:		Date:
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Chairperson/Director/ Dean/ Vice President:		Date:
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