

# RECORDS DISPOSAL REQUEST

To: SHELBY COUNTY PUBLIC RECORDS COMMISSION  
 980A NIXON DR.  
 MEMPHIS, TENNESSEE 38134  
 901-222-8175

No. For PRC Use Only

FROM THE OFFICE OF: \_\_\_\_\_ CONTACT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

LOCATION OF RECORDS (include building and floor): \_\_\_\_\_

**PLEASE COMPLETE THE FOLLOWING INFORMATION ON ITEMS 1 2 3 & 4**

**1** DESCRIBE RECORD IN COMPLETE DETAIL, INCLUDING SERIES TITLE, DATES AND IF INDEXES ARE INCLUDED. PLEASE USE A SEPARATE DISPOSAL REQUEST ON EACH SERIES OF RECORDS.

	CTAS #:	VOLUME	FROM	TO

**2** RECORD QUALITY / RETENTION PERIOD:

ORIGINAL – PERMANENT

ORIGINAL – WORKING \_\_\_ YEAR RECORD

ORIGINAL – TEMPORARY \_\_\_ YEAR RECORD

DUPLICATE – WORKING \_\_\_ YEAR RECORD

Original located: \_\_\_\_\_

**3** RECORD DISPOSITION:

DIGITAL

MICROFILMED

PAPER ONLY

SCANNED

**4** APPROVAL

CONTINUING APPROVAL

ONE-TIME APPROVAL

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_ TITLE \_\_\_\_\_

SUBSCRIBED AND SWORN TO BEFORE ME, THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY

\_\_\_\_\_  
 NOTARY SEAL

\_\_\_\_\_  
 MY COMMISSION EXPIRES

*THE ABOVE LISTED RECORDS HAVE BEEN REVIEWED AND ARE READY FOR DISPOSAL.*

\_\_\_\_\_  
 COUNTY ATTORNEY’S OFFICE

\_\_\_\_\_  
 DATE

APPROVED  REJECTED  OTHER \_\_\_\_\_

\_\_\_\_\_  
 PUBLIC RECORDS COMMISSION, CHAIRMAN

\_\_\_\_\_  
 DATE

\_\_\_\_\_  
 PUBLIC RECORDS COMMISSION, SECRETARY

\_\_\_\_\_  
 DATE