

# 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 )
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