

USNA RECORDS DESTRUCTION REQUEST

SECTION I. REQUEST INFORMATION

1. DATE OF REQUEST:	2. DEPARTMENT:	3. NAME OF REQUESTER:
4. REQUESTER EMAIL:	5. VOLUME:	6. DATE RANGE OF RECORDS:
7. SSIC (<i>If known</i>):	8. SCHEDULE (<i>If known</i>):	9. MEDIA (<i>Paper or electronic</i>):

10. DESCRIPTION OF RECORDS:

SECTION II. APPROVAL AND COMMENTS (*To be filled out by USNA Records Manager*) REQUEST APPROVED REQUEST DISAPPROVED

11. COMMENTS:

12. RECORDS MANAGER NAME:

13. RECORDS MANAGER SIGNATURE:

14. DATE: