**RECORDS DISPOSITION FORM**

*Use this form to apply for the disposition of any professional growth network record. If you require further information, please see the Records and Retention Policy.*

Once records have met the guidelines outlined in the Records and Retention Policy, they will be appraised for potential archival value and either destroyed or made part of the network’s archival collection.

|  |  |
| --- | --- |
| **Disposition requested by (name and title):**  |  |
| **General Description of Records:**  |  |

|  |  |
| --- | --- |
| **Reviewed by the PGN Board of Directors on:** |  |
| **Decision of the PGN Board of Directors:**  |  |
| **The records have been handled as per the decision by the following method:** | * Shred
* Recycle
* Delete
* Archive
 |
| **Signature of President:** |  |
| **Date:** |  |

The following records have met their retention:

|  |  |  |
| --- | --- | --- |
| **File Name and Description** | **Date Range** | **Retention Period** |
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