

DOCUMENT DISPOSAL REPORT

Subject: ..... Disposal of records from the year ..... stored in the archives.

Date: ..... year ..... month ..... day

Present (name/position):

.....  
.....

Records disposal verified by: (name/position):

.....

The disposal was carried out in accordance with the provisions of Act LXVI of 1995 on Public Records, Public Archives, and the Protection of Private Archives, and the Dharma Gate Buddhist College Records Management Policy. The records disposal was carried out by a three-member committee, taking into account the competent head's expert opinion.

Clause

The records are no longer required for administrative purposes. The records selected for disposal may be destroyed.

Quantity of the records selected for disposal, including finding aids: ..... linear metres (of records).

Annexes:..... No. of record inventory lists

Dated as above.