Adopted: September 28, 2026

**723 FRM  RECORDS DESTRUCTION LOG**

Complete one line for each records series before destruction. Records may not be destroyed if a Legal Hold applies. This log is kept permanently.

| Records Series / Description | Schedule Item No. | Date Range of Records | Format (Paper / Electronic) | Destruction Method | Legal Hold? (Y/N) | Date Destroyed |
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Records Management Officer: _____ Date: _____

District Superintendent: _____ Date: _____