**Destructions Log**

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| **Agency** |  | | | | |
| **Division** |  | **Section** |  | **Branch** |  |
| **Location(s) of Records** |  | | | | |

| **Records Series** | **Required Retention** | **Date Range** | **Volume**  (file drawers or MB) | **Media**  (Paper, Electronic) | | **Date of Destruction** | **Method of Destruction** | **Authorization for Destruction** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **P** | **E** |
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