

**STATE OF NEW YORK - DEPARTMENT OF CORRECTIONS AND COMMUNITY SUPERVISION  
RECORDS IN STORAGE PENDING DISPOSITION**

Originating Office	Facility/Unit	Contact Person	Phone#
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RECORD SERIES TITLE *	RDA# <table border="1" style="display: inline-table; border-collapse: collapse; text-align: center;"> <tr> <td style="width:20px; height:20px;"></td> </tr> </table> *						

Storage Location/Address
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Description of Records
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Beginning Date of Records:	Ending Date:
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<p><b><u>EARLIEST DESTRUCTION DATE:</u>*</b></p> <p align="center"> <span style="font-size: 2em; vertical-align: middle;">/ /</span> </p>
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**PLACE THIS ORIGINAL ON  
THE SIDE OR END OF THE  
STORAGE BOX WHERE IT  
WILL BE SEEN**

\*Consult Directive #2011, "Disposition of Departmental Records." Records which are subject of audits or legal action must be kept until the audit is satisfied or the legal action ends - even if their minimum retention period has passed. Use Form 1075, "Records Disposition Log," when you are ready to proceed with destruction.

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