MIAMI DADE COLLEGE
PROPERTY MANAGEMENT
CONSOLIDATED WAREHOUSE

RECORDS DISPOSITION DOCUMENT

FORM DRRD-99
DOCUMENT RETENTION-RETRIEVAL-DESTRUCTION FORM

Retention ☐ **Retrieval** ☐ **Destruction** ☐

CAMPUS	DEPARTMENT	BOX #	DESTROY DATE

SCHEDULE GS1 or GS5	ITEM #	LIST OF RECORD SERIES	INCLUSIVE DATES

Print Name:_____ **Department:**_____

Telephone:_____ **Date:**_____

RESET