RECORDS DISPOSITION DOCUMENT

NO.

PAGE OF PAGES

1. AGENCY NAME and ADDRESS

School/Dept.

Name:

Address:

Phone: Contact:

2. AGENCY CONTACT Tricia Gurrisi/

Russell Bruhn, Chief Strategic Communications Officer

2700 Judge Fran Jamieson Way

Viera, FL 32940

(321) 633 - 1000 Ext. 11796

3. NOTICE OF INTENTION: The scheduled records listed in Item 5 are to be disposed of in the manner checked below (specify only one).

a. Destruction b. Microfilming/Scan and Destruction c. Other

4. SUBMITTED BY: I hereby certify that the records to be disposed of are correctly represented below, that any audit requirements for the records have been fully justified, and that further retention is not required for any litigation pending or imminent.

Signature Name and Title Date

5. LIST OF RECORD SERIES

a. Schedule No.	b. Item No.	c. Title	d. Retention	e. Inclusive Dates	f. Volume In Cubic Feet	g. Disposition Action and Date Completed After Authorization

6. DISPOSAL AUTHORIZATION: Disposal for the above listed records is authorized. Any deletions or modifications are indicated.

Custodian/Records Management Liaison Officer Date

7. DISPOSAL CERTIFICATE: The above listed records have been disposed of in the manner and on the date shown in column g.

Signature Date

Name and Title

Witness