



**AUTHORIZATION FOR DESTRUCTION**  
**(888) 446-9367**  
**FAX COMPLETED FORM TO (301) 846-0279**

ACCOUNT # \_\_\_\_\_

ACCOUNT NAME \_\_\_\_\_

REQUESTED BY \_\_\_\_\_

TELEPHONE \_\_\_\_\_

**RECORDS TO BE DESTROYED**

| CONTAINER # | BOX # | DESCRIPTION | EXPIRE DATE | REVISED DATE |
|-------------|-------|-------------|-------------|--------------|
|             |       |             |             |              |
|             |       |             |             |              |
|             |       |             |             |              |
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|             |       |             |             |              |
|             |       |             |             |              |
|             |       |             |             |              |

**AUTHORIZATION**

Authorization is hereby given for the disposal of the records listed above

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date Destroyed

\_\_\_\_\_  
Signature

DMS Hereby certifies that on this date, the account's records listed above were destroyed. Items marked with revised destruction date were not destroyed, and will remain in storage until the date specified. A separate Certificate of Destruction will be mailed in the monthly invoice.