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Retention Schedule Change Request Form

<<CurrentDate>>

Division/Department: << Insert division or department name >>

Name of Requestor: << Insert name of person requesting change >>

Type of Record (Name): << Insert type of record to be changed >>

Change Request: (Complete information regarding the request for change)

Reason for Change to Retention Schedule: (in the space below provide an explanation for the change, i.e. legal, business, or audit requirement.).

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