

Disposal List

Disposal List					
Title	Nature of Disposal	Retention Schedule (yrs.)	Date Disposed	Date Shredded	
Number or reference from Shredding Bin:					
Signed: Designated Person					
Name Printed:					
Date:					

Signed: Designated Person	
Name Printed:	
Date:	
Signed: Head of Function	
Name Printed:	
Date:	
Disposal Certificate Reference number:	