

<p><b>NATIONAL ARCHIVES OF THE PHILIPPINES</b> <i>Pambansang Sinupan ng Pilipinas</i></p> <p><b>REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS</b></p>		<p><b>AGENCY NAME:</b></p>	
		<p><b>ADDRESS:</b></p>	
<p><b>DATE:</b></p>		<p><b>TELEPHONE NUMBER:</b></p>	
GRDS/ RDS ITEM NO.	RECORD SERIES TITLE AND DESCRIPTION	PERIOD COVERED	RETENTION PERIOD AND PROVISION/S COMPLIED <i>(If Any)</i>
<p><b>LOCATION OF RECORDS:</b></p>		<p><b>VOLUME IN CUBIC METER:</b></p>	
<p><b>PREPARED BY:</b> (Name &amp; Signature)</p>		<p><b>POSITION:</b></p>	
<p><b>CERTIFIED AND APPROVED BY:</b></p> <p style="text-align: center;">This is to certify that the above mentioned records are no longer needed and not involved nor connected in any administrative or judicial cases.</p> <p style="text-align: center;">_____</p> <p style="text-align: center;">Name and Signature of Agency Head or Duly Authorized Representative</p>			