



Appendix C: Sample memo

MEMORANDUM

To:

Position:

From:

Position:

Subject:

Date:

Please find attached a list of records that have met their minimum retention period under (insert Retention and Disposal Schedule name and QDAN) and are ready for final disposal.

If your area has no ongoing business or legal need to retain these records, please sign this form to indicate that you approve of their disposal.

Approvals from:

Business Area/Unit:

Legal Officer:

FOI Officer:

CEO/Approved Delegate:

Name

Signature

Date