Control Number

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| 0**REPUBLIC OF THE PHILIPPINES**TARLAC STATE UNIVERSITYTARLAC CITY**REQUEST FOR AUTHORITY** **TO DISPOSE OF RECORDS** **OR USE OF STORAGE** | **OFFICE/COLLEGE:** |
| **PREPARED BY/ DATE:** |
| **GRDS/ RDS ITEM NO.** | **RECORDS SERIES TITLE AND DESCRIPTION** | **PERIOD COVERED** | **RETENTION PERIOD****AND PROVISION/S****COMPLIED (If Any)** |
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| **APPROVED BY:****Dean/Director/Head** | **ESTIMATED NO. OF KILOS:**  |
| **RECEIVED BY:** **Records Staff** | **POSITION:**  |
| **APPROVED FOR DISPOSAL:****Archives/Storage Section** | **CLASSIFICATION OF PAPER:** **Plain White Colored** |
| **NOTED:****Head, Records and Archives** |